

AAREP JOB BANK SUBMITTAL

Submitted By: Dawn C. Marcus
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Hines
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Company: Hines
www.hines.com

Position: Project Manager/Assistant Project Manager
Washington, DC

Purpose:
Contributes to the creation, design and implementation of new projects undertaken by the Hines Washington office, and assists with the asset management of existing properties.

Job Functions:

Essential Functions

Provides administrative and financial support to ensure project completion and brings new market opportunities for consideration.

Monitors project budgets and schedules for significant variances and oversees contractor payments where appropriate.

Assists in the leasing of certain properties to include working closely with legal counsel in review of lease documents.

Facilitates in the marketing of projects to investors including making certain that all project agreements are properly documented.

Monitors the flow of information regarding project design among interested parties including investors, market research personnel, construction groups and architects.

Maintains a positive relationship with the owner, lender, city and state authorities and tenants.

Participates in community outreach activities required by the project's Community Involvement Plan, including educational outreach and neighborhood meetings.

Provides support in the implementation of local employment and contracting requirements for the Project.

Works closely with appropriate personnel to design and implement a market plan.

Participates in the asset management of existing properties including tenant relations, investor relations and communications.

Develops a constant awareness of market opportunities. These opportunities could include coordination of feasibility, economic and financial analyses. Additional responsibilities could include providing support for project design and site selection activities as needed.

Ensures compliance with all applicable laws and codes, and Hines standards.

Serves as a member of various project teams as required facilitating company needs.

Acts as a team member with all Hines staff.

Complies with all Hines policies and procedures.

Requirements

Essential Physical Abilities

Ability to use personal computer, calculator, etc.

Ability to meet highest attendance requirements.

Ability to walk around project sites under construction to review progress.

Ability to travel to and from destinations as necessary by plane and/or car.

Ability to review and read correspondence, reports, etc.

Ability to handle very stressful, high pressured atmosphere.

Ability to withstand long working hours.

Essential Knowledge and Skills

Ability to work independently and needs a minimum oversight.

Possesses the highest degree of integrity.

Excellent verbal and written communication skills.

Ability to think creatively and contribute to project success.

Experience

At least five (5) years of work experience with a professional organization including a record of project successes.

Work experience or educational background in math or engineering would be an added plus.

Education

Master of Business Administration from a well recognized institution.

Working Environment

Indoors - 90%

Outdoors - 10%

Submit Cover Letter and Resume to:

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