



JOB DESCRIPTION

JOB TITLE

Project Manager (PM)

BUSINESS UNIT

Project and Development Services (Markets)

REPORTING TO

Senior Project Manager/Team Lead/Vice President

OF DIRECT REPORTS

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POSITION OBJECTIVES

- Works as part of the Project Team, assisting with the development of scope and schedule for project work.
- Provide superior client service.
- Provide superior employee management.
- Contribute to the growth of the company.
- Enhance own professional and personal skills.
- Meet assigned financial targets.

POSITION RESPONSIBILITIES

1. Support project executives on large complex projects and assignments.
2. Proactively manage project-related issues on account or assignment.
3. Develop scope and schedule for assigned projects.
4. Conduct and document all weekly meetings.
5. Coordinate and track all Vendor RFP's. Maintain accurate and consistent electronic files and documentation.
6. Coordinate activities of sub-contractors and relocation of technical functions.
7. Interact and negotiate with contractors and subcontractors
8. Prepare/update project status reports, process purchase orders and invoices, update tracking reports and maintain files for due diligence and financials.
9. Demonstrate a proactive focus on meeting client and project requirements in a timely and cost effective manner.
10. Demonstrate proficiency in the use and application of all PDS technology as required for assigned projects.
11. Ensure accurate management of all accounts receivables to maintain a level not to exceed planned working capital charge as set by corporate finance and the Regional Operations Manager.
12. Assist Local PDS Team in meeting AGM numbers on a Regional and National level as determined on a yearly basis by the Management Executive Committee.
13. Comply with all Jones Lang LaSalle policies and procedures, including but not limited to ethics and business practice.

ESSENTIAL SKILLS AND EXPERIENCE

Associate or Bachelor Degree from an accredited institution in Accounting, Business, Architecture, Engineering, or Construction Management strongly preferred

Ability to prepare and track budgets

Understanding of technical requirements for a business relocation

Familiarity with architectural drawings and furniture and space planning concepts a plus

Flexibility with work hours and travel as needed

2-3 years of practical experience in a project administration / accounting position required

Experience in construction management or real estate preferred

Highly organized with strong analytical skills

Strong interpersonal skills with an ability to interact with executive level external and internal clients

Organizational skills with the ability to identify and manage priorities

Excellent written and verbal communication skills

Detail oriented

Ability to multi-task and work both in a team and independently

Proficiency with Microsoft Office Suite

BENEFICIAL SKILLS AND EXPERIENCE

<Customization for Project/Account/Practice should be placed here>