

THE COMPANY

Himes Associates, Ltd. was formed in 1982 to provide professional project management, real estate consulting and construction management services. Himes Associates' clients range from corporate facility users, institutional owners/developers, to lending institutions and the legal community. Himes Associates has managed the design and construction millions of square feet of mission critical, office, industrial, and laboratory space throughout the United States.

Himes Associates' expertise in each aspect of the project scope provides a sound basis for comprehensive project management services. These areas of expertise include:

- Comprehensive Project Management Services
- Development Management Services
- Comprehensive Relocation Planning
- Move Coordination and Management Services

SCOPE

Himes has an immediate need for the position of Project Manager which will be based out of our Chicago, IL office. The position will provide management of various construction projects (\$500K - \$10M). This includes being a member of the project team for management of the design and construction teams as well as communication and coordination with cross-functional, internal project teams. A critical aspect of this position is to minimize the client's risk. This is accomplished through thoughtful leadership and managing consistent processes, maintaining thorough records, minimizing disruptions to work processes, and monitoring for errors and omissions.

KEY RESPONSIBILITIES

- Provide daily management of all project phases including due diligence, programming, design development, construction documentation, bid and award, construction, occupancy, punch list and closeout for assigned projects.
- Act as primary liaison between client and contractor/vendor managers for construction documents, submittals, requests-for-information, change orders and meeting minutes.
- Represent Client in all design and construction meetings.
- Represent design and construction team in all Client project related meetings.
- Coordinate all utility shutdowns, building penetrations, and security impacts with the Landlord
- Provide Client with weekly project updates.
- Provide design and construction updates at weekly Project Manager meetings.
- Provide design and construction related informational Power Point slides at Client updates.
- Preliminary due diligence efforts including modeling cost and schedule of alternative real estate solutions, site assessments and reporting. Support the preparation of appropriate lease provisions and exhibits.
- Read and understand documents defining projects including planning documents, lease documentation, historic and restrictive covenants, construction services agreements, client design and space allocation standards, and overall project governance documentation.
- Review design progress sets to ensure that contract documents are consistent with design intent. Value engineer design and construction documents for constructability, schedule compliance, and cost efficiency.
- Establish and communicate work scope, procedures and goals to project participants including consultants, contractors, leasing agents and client vendor resources. Oversee participation of these parties throughout project implementation.
- Establish appropriate administrative/reporting controls to track and communicate status of project budget, cost, schedule and issues.
- Schedule and administer project meetings. Participate in meetings to report on progress and to develop strategies to maximize client satisfaction.
- Input, edit, update and manage retention of project data within required project management databases for assigned projects; monitor same for any assigned Project Managers to ensure that timely, accurate, compliant data is maintained.

IDEAL CANDIDATE PROFILE

This position requires a self-aware, self-starter, high energy individual who has a tactical and strategic focus. An individual who can quickly assess a situation, develop an action plan, organize resources and move forward with a sense of urgency.

- A proactive leader with a proven track record of change and transformation in an organization serving

a complex and demanding client. An individual who inspires action and is able to lead others and share knowledge.

- Proven record of providing excellent internal and external customer service.
- Strategic and futuristic – an individual who thinks strategically and can position the project team as the standard for processes and programs within the larger organization.
- Business acumen, knowledge, professionalism – understands all aspects of how a business operates, able to develop and articulate the value proposition of a new process or program.

EDUCATION & EXPERIENCE

- BS/BA degree, preferably in architecture or a related engineering degree, OR
- 5-8 years of experience managing design and construction projects greater than \$2M.
- Demonstrated record of leadership and achievement delivering projects on time and on budget and meeting other project objectives.

COMPENSATION/BENEFITS PACKAGE

Himes Associates, Ltd. offers a very competitive compensation/benefits package including but not limited to paid medical, 401(k) plan, profit sharing, paid vacation, competitive salary, and an excellent work environment.