

InSite

<http://www.insiterealestate.com>

Project Manager (Development and Construction-CRE)

Oak Brook, IL

InSite Real Estate is a national commercial real estate development company based in Oak Brook, Illinois. InSite develops, owns, and operates tenant-driven investment property nationwide. Privately held since its 1988 formation, the company has completed over 600 industrial, office, and retail projects located in over 40 states ranging from 2,000 SF to 2.6 million SF in size, and \$1 million to \$250 million in value. We have successfully completed Build-to-Suit projects for major clients such as Starbucks, Tesla, Burger King and many more. Due to continued growth, we have an immediate need for a Project Manager within our Production group.

Primary Responsibilities

- Participate with the Project Principal, Director of Project Management, and Senior Manager-Construction on the site plan, budget model, and schedule for potential new developments.
- Perform concise, organized, and thorough site investigation visits documenting pre-construction conditions.
- Identify any potential issues that may incur additional project costs to overcome (e.g. grading, storm water quality or quantity control, wetlands, floodplains, easements, access, utilities, entitlements).
- Maintain critical dates, schedule, and document management to track the due diligence/inspection period process.
- Prepare and lead presentations at zoning board of appeals, plan commission and board of supervisors, etc. meetings.
- Continually seek ways to improve the overall project delivery and reporting process.
- Strong permitting and entitlement experience are essential.

Qualifications

- Bachelor's degree in civil engineering, land planning, architecture, or equivalent
- 10 years of progressively responsible experience in civil engineering, site planning, and land development preferred.
- Knowledge of site planning, site engineering, and storm water design and management
- Knowledge of site development (i.e. conceptual site planning, entitlements, due diligence, engineering)
- Strong ability to concurrently manage multiple development projects across various markets
- Strong negotiation, problem solving, and conflict resolution skills
- Proficiency in AutoCAD, MS Office, and MS Project is required. Working knowledge of MS Visio, Site Ops, SketchUp, and Yardi is a plus.
- Licensed PE, LEED AP, and experience in commercial construction is a plus

Benefits

- Paid vacation and sick time
- Medical, dental, vision, life and disability insurance
- Flexible spending accounts
- 401(k) plan
- Annual Incentive bonus
- Fitness center on site