

InSite

<http://www.insiterealestate.com>

Retail Construction Manager

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

- Collaborate directly with Project Managers on project permits and approvals, including tracking receipt of approvals and permits by the Project Manager and general contractor
- Participate in project value-engineering discussions and formulate value engineering ideas during the project's construction phase
- Administer all contractor agreements, along with any construction-related consultant agreements, including material testing, for a wide variety of commercial construction projects, including retail, industrial, and office
- Oversee the construction processes by monitoring general contractor's progress through weekly project update meetings and review of construction project controls and consultant reporting
- Directly communicate and coordinate with public officials, public utility representatives, including setting up new accounts for new services, as well as other governing agencies when and if needed
- Monitor construction progress through the review of construction project controls generated and updated by the general contractor, including schedule, meeting minutes, change orders, submittals, RFI's, delay claims, and insurance certificates, as well as periodic site visits to review product quality
- Direct management of construction project finances (preparation of change order reports, processing of pay applications/invoices)
- Travel is required. Amount of travel will depend on project location. Travel will range from day trips to overnights due to project location in relation to company location

Qualifications

- Bachelor's degree in construction management
- 5-10 years of experience in construction management, including project scheduling and control, management of field personnel, and cost estimating
- Experience working for a commercial design-build general contractor is a plus
- LEED AP, or LEED AP candidate is a plus
- Must be decisive and work well under pressure
- Strong ability to concurrently manage multiple construction projects across various markets
- Understanding of engineering, architectural, and other construction drawings is required
- Familiarity with computers and software programs for job costing, online collaboration, scheduling, and estimating is required. Must be proficient in MS Office and MS Project
- Strong negotiation, problem solving, and conflict resolution skills required

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