

Amazon

Position: Pre-Construction Manager

<https://www.amazon.jobs/en/>

Team: Join us as we re-create the future of retail. Innovation is part of our DNA! Our goal is to be Earth's most customer-centric company and we are just getting started. We are looking for people who want to join an ambitious and driven team that continues to push the state of the art and improve the daily lives of customers.

Role: The Pre-Construction Manager works cross-functionally with a diverse group of stakeholders, managing new store projects from initial deal negotiation, to site analysis, and ultimately handing off to Construction. The ideal candidate will be a strong communicator, comfortable with the ambiguity present during the preconstruction phase with a positive thinking, self-starting attitude. Required ability to lead and orchestrate effective construction planning and communication with both internal and external teams with varying levels of construction experience. Individuals who have demonstrated the ability to set up project schedules, budgets, assets, and teams successfully and in alignment with overall project and team goals will find this role both challenging and satisfying due to the team's bias for action and fast pace. Ability to consistently manage stakeholder expectations with high level of organization and attention to detail. Pre-Construction managers are able to effectively communicate and work with landlords, engineers, architects, real estate brokers, contractors and others external team member from initial site review through handoff to Construction.

Responsibilities

- Work with technical and non-technical business owners/partners to overcome obstacles and deliver results
- Develop and lead the collaborative pre-construction process for multiple new store projects in assigned geographic areas
- Manage projects and effectively influence, negotiate, and communicate with business partners including landlords, real estate managers, construction managers, architects & engineers and store design team members
- Evaluate site feasibility including customer, delivery access and general prototype program requirements
- Create construction estimates for capital requests, and other planning efforts. Track project budgets from initial site evaluation to ground-break
- Responsible for approval of developer/landlord building envelope delivery and schedule
- Review and approve building plans. Clarify drawings and document scope between landlord shell drawings and tenant plans
- Establish effective relationships along with an understanding of municipalities permit process and schedules
- Lead weekly meetings to keep all parties aligned on scope, schedule, permitting and budget. Effectively facilitate and communicate during critical project milestones including handoffs between project team members
- Travel throughout North America approximately 20% of the time

Basic Qualifications

- 10+ years of experience in retail construction management, demonstrating progressive responsibility and growth within the industry
- Have strong preconstruction and project management experience in multiple building types and locations
- Experience developing and managing budgets, schedules as well as experience negotiating scope of work with Landlord teams
- Ability to conduct financial business case analysis / translate information into useful formats and draw conclusions
- Ability to meet tight deadlines and prioritize workloads
- Ability to lead negotiations and manage high-level meetings and discussions
- BA/BS degree from accredited university
- Experience in negotiating commercial contracts, master agreements, work letters and other construction agreements

Preferred Qualifications

- Familiarity with business process documentation and improvement
- Experience with senior-level presentations
- Provide business decision support and participate/lead special projects
- Strong organizational skills and business acumen
- Self-motivated, able to work both independently and collaboratively within a team
- Ability to work with technical and non-technical business owners to overcome obstacles and deliver results
- Construction Management, Real Estate Development or similar education focus
- Experience with Smartsheet, Sales Force, Procore and similar real estate, project and portfolio management tools