

Construction Manager

BKM Capital Partners is a growing firm and we are looking for hardworking professionals that want to grow with us. Located in our Newport Beach, California office, the Construction Manager will provide a critical role within the firm to oversee all phases of construction on newly acquired and existing commercial real estate assets (multi-tenant industrial). The Construction Manager will have significant experience overseeing tenant improvement, interior/exterior renovations, building envelope restoration/repairs/replacement. This position is responsible for the construction management of our 22+ (and growing) assets owned through the Western United States (we do not have any ground-up or new construction projects).

The Job Essentials:

This person's key responsibility will be as follows:

- Overall responsibility for construction / project management and construction administration activities from beginning to end, including all phases prior to, during and after construction. Responsibilities may include initial project planning, scope development, design documentation review, costing support, scheduling, assessment of operational needs, establishing pre-construction processes, managing construction buyouts, supervising construction execution by third-party contractors, and project closeout.
- Ability to coordinate, schedule and oversee multiple concurrent projects.
- Identify and assess local qualified consultants and contractors to provide construction services for design and construction of the project to include past experience with similar projects, verification of references, financial stability and bonding capacity.
- Manage and coordinate work of all involved in the project, including consultants, contractors, and third-party management.
- Manage project cost to meet budget guidelines
- Prepare RFP (Request for Proposal) documents, for various types of construction projects; scope development, budget and timeline estimates, contractor qualification, and competitive bid solicitation.
- Provide bid analysis, as well as consultant / contractor selection recommendations.
- Prepare all contract documents for execution.
- Set-up and maintain an effective communication network for the project.
- Ensure general contractor project delivery schedule is consistent with proforma timeline.
- Conduct project "kick-off" meeting with design consultant, general contractor, and third-party management.
- Role will include travel to assets throughout the Western US
- Maintain all required project data and records; log and track all design changes and modifications, construction changes, contract modifications and potential claims.
- Monitor construction process to ensure constructability standards and project delivery milestones are met.
- Review and approve all RFIs, submittals, change requests, draw requests and invoices.
- Prepare monthly project status reports, to include current schedules, variance to budget, potential cost overruns or scope changes. Proactively communicate potential areas that may impact schedule and/or budget.
- Provide on-going communication of overall scope of work with Property operations team to promote minimal disruption to tenants, residents and guests.
- Coordinate project closeout with all project consultants, general contractor, and lenders (as required).

- Coordinate and manage building turnover process and perform project acceptance walk-through to ensure compliance with project goals and scope.

The Qualifiers:

- Bachelor's degree (BA/BS) from a four-year college or university in a relevant field of study (architecture, engineering, construction management), preferable.
- Minimum 8-10 years' experience in project/construction management is required with either commercial, industrial or multifamily residential jobs.
- PC Literacy with Microsoft Office products
- Excellent written and oral communication skills
- Ability to effectively and efficiently present information and interface with Asset Management and Acquisitions Teams, as well as Company Leadership
- Motivated and results-driven with strong work ethic
- Must work well under pressure

The Perks:

- Competitive Pay + Bonus Incentive
- Medical, Dental, Vision and Life Insurance
- Paid Time Off
- 401k Plan
- Professional Development Resources
- Fun Work Vibe (Indoor basketball/gym with shower, brand new office, team-building events, company training opportunities, and much more!)

Selection Process: Please submit resume and cover letter with salary history to info@bkmcapitalpartners.com. Don't fret if you don't hear from us immediately. We are growing and always looking for talented, hardworking people like you.

What We're All About

Headquartered in Newport Beach, California, BKM Capital Partners is a fund manager specializing in the acquisition and improvement of value-add multi-tenant industrial properties in metro areas across the Western U.S. Combining a deep knowledge of this niche industrial product type with in-house capabilities including on-site property management, asset management, and structured financing, the firm continues to build on its proven track record, generating strong results with high levels of transparency and engagement for investors. We are an Equal Opportunity Employer.

Additional information is available at www.bkmcp.com.