

Employment Opportunity: Lorig
Type of Opportunity: () Internship (X) Full-time Job

Date Posted: March 2008 **Job Title:** Project Manager I
Application Deadline: March 30, 2008 **Runstad Code ID Number:** J-271

Company Profile:

Lorig is a real estate development and management company with more than 30 years of experience in creating complex urban projects that enhance the region. Our company seeks to improve communities through smart and creative real estate development and management. Lorig is a pioneer in developing complex and innovative projects that authentically reflect a community's character and potential. Our diverse portfolio of mixed-use, renovation, collegiate and management projects includes Wallingford Center, Court 17, Salishan, Uwajimaya Village, University of Washington's Nordheim Court, Queen Anne High School Apartments, and Thornton Place. For more information, visit www.lorig.com.

Job Description:**Essential Functions:**

- Overall management of real estate development project administration necessary to keep a project on schedule and within its budget. Includes tracking, scheduling and general administration.
- Budget & expenditure tracking during the development and subsequent phases of a project.
- Development of and updates to the project schedule during the development and subsequent phases of a project.
- Assist with general communication, coordination and supervision of the design team (architect, engineers, LS architect, interior designer, etc.) and the tasks related to the design process.
- Assist with general communication, coordination and supervision of the contractor and the tasks related the overall construction process.
- Schedule and organize development, design and construction meetings of the project. Provide follow-up meeting notes and action required as a result of the meetings.
- Assist with communication to Owners on various Owner Representative, consulting projects.
- On publicly funded projects, assist with the communication and reporting necessary to keep the Owners informed of the project status.
- Assist with legal tracking and documentation necessary for real estate transactions.
- Assist with market research necessary to develop projects and define their viability.
- Assist with project financing.

Time/Duration:

Permanent Position

Compensation:

D.O.E. – Full benefits including vacation, sick, medical, dental, vision, 401(k) w/ match

Educational Requirements:

Bachelors degree required, Masters degree desirable; degree in construction management, engineering, urban planning, real estate, architecture or business

Qualifications:

Three years experience as a Project Manager in construction, architecture or real estate development

Skills:

- Working knowledge and understanding of real estate finance
- Familiarity with MS Project Software
- Familiarity with AIA contracts
- Ability to read design and construction drawings
- Familiarity with project specifications
- Knowledge or experience with public funding

Ideal Candidate:

Contact Information:

Please send resumes and cover letters with salary requirement to jobs@lorig.com.