



Bloom Projects, LLC is a project and construction management firm located in downtown Seattle specializing in leading complex projects from inception through successful completion. We represent owners and developers in achieving their real estate vision and business objectives, and have built a reputation for excellence and value in our delivery of every project. This consistent success has resulted in lasting relationships with our clients.

We are currently looking for energetic and experienced real estate project management professionals to lead interesting and complex projects from inception through completion and occupancy. Competitive salary and benefits offered.

Project Manager at Bloom Projects

Position Summary

Responsible for the overall management and financial outcome of complex construction projects. Direct responsibilities include design direction, contract administration, permit processing, change orders, submittals, procurement, financial budgets and projections, and schedule requirements to ensure projects are executed as desired, on time, and within budget. Position reports to Senior PM and is anticipated to lead two or more employees.

Weekly Hours: Full time 8am to 5pm and as required; while our team-based work takes place in our offices, where health and safety precautions are in place, some temporary remote work may be authorized due to the pandemic.

Computer Program Required Use: MS Office Suite, MS Project, Bluebeam, DWG Viewer, PowerPoint, Asana, and others as required.

Responsibilities / Essential Job Functions

Oversee team of external consultants in pursuit of jurisdictional approvals for tenant improvement projects.

Manage project team for multiple projects from preliminary design to completion, including preparing estimates, schedules and cost controls.

Oversee design and construction projects to ensure delivery within scope, on schedule, and within budget.

Develop budgets and schedules and maintain ongoing associated reporting.

Oversee development of architectural, structural, mechanical, electrical, and communication plans and specifications.

Responsible for contract administration and processing per clients' requirements.

Responsible for review of invoices and maintenance of cost tracking for reporting purposes.

Maintain and distribute meeting minutes.

Develop and maintain successful client relations.

Originate and lead proposal efforts regarding additional business opportunities with existing and new clients.

Necessary Experience / Education / Training

Bachelor's degree in Architecture, Construction Management, Engineering or related disciplines.

3 – 5 years' project management experience in construction with demonstrated ability to maintain successful client relations and exercise good judgment.

Demonstrated ability to assemble and lead team of internal/external consulting and construction professionals

Proven record of successfully managing large corporate tenant improvement projects

Demonstrated knowledge and understanding of construction practices/techniques, contract laws, project controls and building support systems.

Ability to inspect design plans and documents for accuracy.

Ability to manage several projects simultaneously while effectively supervising team members.

Excellent interpersonal and communication skills, including verbal, written and in-person communications.

Technologically adept and skilled in MS Office Suite and MS Project.

Ability to move within and between client buildings more than 50% of the day.

Ability to safely access and navigate construction sites.

The above-referenced position summary is a guideline designed to present an overview of job duties and is not intended to be a comprehensive list of responsibilities and requirements.