

## ASSOCIATE PROJECT MANAGER FOR RENDR INC.

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This is a fantastic remote opportunity for a results-driven and hands-on individual to join the team at Rendr Inc., a bespoke construction management company in Silicon Valley. They help real estate owners turn their real estate into high performing commercial and multifamily developments. This involves assembling best in class project teams for our clients, carefully managing all aspects of budget and schedule.

They aim to provide the very best real estate development services. Larger developers hire for this role in house, smaller developers hire based on need. Our goal is to show all developer types that high quality contract support is the most effective way to get results.

### **The five non-negotiables of this role are:**

1. Project management. Ideally, you've had experience in project management. A large part of this role is creating and adhering to deadlines, drafting budgets, and moving simultaneous projects forward to completion. If past colleagues were to describe you they would say you are "very detail-oriented and organized."
2. Tech-savvy. You don't need to be a technical expert but you must be tech-savvy and be able to quickly learn how to use project management tools and technologies. While we don't expect you to know all of the tools we use, we do expect you to be comfortable with jumping in to master them. Your daily tools of the trade will be Google Suite: Docs, Sheets, Mail, SmartSheets, BlueBeam, PDF editors.
3. Leadership potential. This is an exciting role with growth potential. You'll be our first project management hire responsible for defining project management

systems and helping to establish a great company culture. As the business grows, we fully expect this role to morph into a team leader role where you will manage a team of associates.

4. Being teachable and coachable. Rendr Inc. is selling superior process and efficiency. We hire based primarily on attitude and are looking for a team player with a can-do mentality and growth mindset. We fully expect that you'll expand your role once you've grasped the basics.
5. Daily and Monthly Accomplishments. Daily and monthly goals will be clearly defined. The ability to prioritize and execute tasks despite many distractions is key. Often, it will be your job to determine what needs to happen, when and how.

### **Essential Duties and responsibilities include but are not limited to:**

- You'll be a part of a team responsible for field and project engineering, contract administration, scheduling and related support functions.
- Assist the Project Manager in establishing the construction plan.
- May assist with the development of project plans, bid vetting and related budget scheduling.
- Collect and organize all project-related documents and information.
- Coordinate and review drawings, submissions, specifications, changes and document control.
- Prepare and track progress payments and estimates.
- Subcontract administration: defining scope of work, answering inquiries, monitoring progress, tracking and processing payments.
- Assist Project Manager in coordination with consultants, inspects work and materials. Monitor for contract adherence.

Supervisory Responsibilities- This job has no direct reports.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

## **Education and Experience**

- Bachelor's degree from a four-year college or university, preferably in Construction Management, Real Estate Development, Building Science, Engineering or Business Management.
- 2+ years of on-site construction management experience as a project engineer or project manager for a General Contractor, or related experience and/or training, or equivalent combination of education and experience.
- Must be organized and capable of managing tasks on multiple, concurrent projects. Sets clear priorities.
- Must be skilled in reading and interpreting plans and specifications, or must be willing to acquire such skills.
- Must be able to follow direction but set independent clear priorities and problem solve independently. Proactive thinker, not reactive.
- Must have excellent oral and written communication skills.
- Must be detail-oriented and seek to deliver only professional-level work product.
- Must be able to accept constructive feedback for constant improvement.

## **Computer Skills**

- Intermediate Google Suite, MS Word and MS Excel
- Intermediate MS Project
- Intermediate BlueBeam / PDF editing skills

## **Certificates, Licenses, Registrations**

- None Required

## HOW TO APPLY:

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Send your CV to Carolyn at [hr@successwise.com](mailto:hr@successwise.com) along with approximately 200-300 words about what interests you about this role at Rendr Inc. and a preliminary video with the subject “Associate Project Manager for Rendr Inc”.

### PRELIMINARY VIDEO INTERVIEW (5-7 min)

- Introduction- About yourself
- Project Success & Outcome- tell us about a project you are proud of. What was the project, the goal, your role and the outcome?