

Storybook Homes

Project Manager

Job Description:

The main function of the Purchasing Agent position is to manage activities as they pertain to the acquisition, planning, and project management of real estate investments for a local development company.

Major Areas of Responsibility

- ❖ Residential and non-residential underwriting
- ❖ Budget Preparation and management
- ❖ Cash flow preparation and analysis
- ❖ Project scheduling and adherence to schedules
- ❖ Contract negotiation
- ❖ Financial modeling
- ❖ Construction document review
- ❖ Cost reduction practices
- ❖ Quality Control
- ❖ Land planning
- ❖ Entitlement management
- ❖ Land development schedules
- ❖ Land development feasibility

Reports To: VP of Land Acquisition and Forward Planning

Primary Objective

Project Management for the following activities of financial modeling, budget and cash flow prep, review of construction documents and transaction negotiations.

Required Knowledge, Skills, Abilities, and Education

- ❖ Prefer a degree in engineering, finance, business administration or real estate
- ❖ Prefer AutoCADD experience
- ❖ Exceptional planning abilities
- ❖ Demonstrate a moderate to advanced MS Excel skillset
- ❖ Experienced with PowerPoint, MS Word, and the preparation/presentation of studies and financial analysis
- ❖ 3-5 years Homebuilding experience
- ❖ Strong communication skills and interpersonal awareness to work collaboratively with a diverse set of people
- ❖ Willingness to learn, be adaptive to changes, and ready for challenges.
- ❖ Fluent in English, both oral and written

***I understand that this is a general job description and that the duties listed above may vary, be improved upon, or removed depending on need. ***