



www.Provisions.ws
6632 Telegraph Road, Suite 350
Bloomfield Hills, Michigan 48301

ProVisions LLC is a full-service international commercial real estate developer, financier, and advisory firm. The Principals of ProVisions have been responsible for the development, ownership and management of real estate valued at \$3,000,000,000.

ProVisions LLC has an excellent full-time opportunity available. The ideal candidate will be experienced in handling diverse people and strategic imperatives and will be able to work independently.

PROJECT EXECUTIVE / MANAGER

Position Description

Summary:

This position requires the individual to take a leadership role in the execution of all aspects of assigned projects. The individual would have a strong understanding in all aspects of the development process and a strong track record as a development project manager.

Academic Qualifications:

- Undergraduate degree in architecture, civil engineering, or construction.

Experience and Skill Requirements:

- Minimum of 5 years relevant work experience, preferably with a development company
- Knowledge and experience in public sector facilities and/or commercial development
- The candidate's development management experience must include projects in the \$5 - \$25 million range

Job Responsibilities:

- Assisting senior management with developing project feasibility analysis
- Developing and maintaining detailed budgets and schedules
- Performing site analysis and investigations
- Obtaining all required public approvals (CON, Zoning, Annexation, Site Plan approval, Wetlands, other processes)
- Assisting senior management in the Architectural Engineering qualification, selection and contract negotiations
- Assisting senior management in the qualification, selection, and contract negotiations for other team consultant members
- Providing design direction and managing the overall design process

- Assisting senior management in the General Contractor or Construction Manager qualifications, selection and contract negotiations
- Providing construction administration
- Coordinating office suite and/or retail tenant development
- Providing project cost control and preparing monthly draws and invoicing
- Coordination of furniture, fixtures, and equipment
- Facility operations start up
- Preparing monthly reports
- Making project overview and status report presentations

Compensation:

Based on qualifications and experience, a competitive package would be offered.

Contact:

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: hr@provisions.ws

Our Vision, Core Values, and Mission energize our organization and people.