

JOB OPPORTUNITY

Job Description: Project Manager, Facilities Project Administration

- Oversee facilities coordinators
- Assignment and scheduling of coordinators
- Keep projects on schedule
- Train coordinators as needed in Facilities procedures, policies, and standards
- Vendor management
- Cap X - forecasting, tracking, reconciliation
- Project Tracker – responsible for meeting notes, updating input, distribution
- Project/Coordinator Scheduling/Timeline
- Lease Decision Forms - Cap X requests
- Furniture Ordering – all projects
- Invoice Processing – all projects
- Correspondence with Landlords relative to projects
- Notification to Sales Support upon project completions/moves/consolidations, etc.
- Project file and as built construction plan administration
- Floor plan administration
- EIS desk plan adherence
- Project punchlist, additional items after project completion
- Vacant properties, per CRE guidelines

Property Management

Oversee Facilities Assistant

- Handle issues beyond Facilities Assistant's training/ skill level
- Handle Landlord-related issues and communication
- Vendor management
- Reassign overflow of service requests, on an as-needed basis, due to Facilities Assistant's workload
- Preventative Maintenance Program

Location is CSI-MV

Compensation: \$55,000 to \$65,000

Reply to: Cynthia@csi4jobs.com

Water Factory Systems, A 3M Company