



OUR MISSION... To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space, and transaction management.

Job Information

Job Type: Full-Time

Hiring Salary:

Starting from the low \$60's annually

Location: Atlanta, GA

Opens: March 19, 2024

Closes: May 19, 2024

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodation for the application process should contact,

404-463-5664 or email

hr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to hr-email@spo.ga.gov with the following in the subject line of your email: **Project Manager**



Our goal is to be a diverse workforce that is representative of the citizens we serve. SPC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. SPC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Project Manager

Overview

Job Summary: Under general supervision of the Space Quality Manager, the Project Manager (PM) oversees and maintains project schedules including construction, furniture, technology, etc. with each stakeholder. The Project Manager also performs other job-related duties as assigned.

Minimum Qualifications: High school diploma or GED and One year of professional level experience in related to the area of assignment.

Must have a valid driver's license, successfully pass a motor vehicle records (MVR) check and be capable of traveling statewide.

Preferred Qualifications: Completion of an undergraduate degree from an accredited college and two (2) years of experience in project management, property management, or facility management; OR completion of an undergraduate degree from an accredited college and three (3) years of State Government experience related to projects or facilities.

Job Competencies:

- Skilled in using relevant computer software and Microsoft Office Suites.
- Customer service focus with excellent written and verbal communication skills.
- Ability to work independently to manage multiple leases while meeting strict deadlines in a fast-paced environment.
- Strong problem-solving skills are essential and attention to detail with ability to work quickly with changing priorities.
- Must be a team player with initiative and flexibility.
- Ability to evaluate and compare data.
- Knowledge of applicable laws, regulations, policies and procedures.

Essential Functions:

- Organize and provide agenda for project/construction kick-off meeting after lease signature.
- Attending meetings, if necessary, with agency representatives to discuss scope of services, renovation, or tenant improvement details, etc.
- Review project schedule generated by landlord's project manager or landlord's general contractor and provide feedback to reflect the agency's and State's best interests.
- Assist agency with selection of finishes, general and non-general specifications, etc.
- Work with the landlord or project manager to obtain and circulate regular construction updates.
- Review project costs and provide feedback.
- Attend site visits to review construction status.
- Review punch-list and advocate for the agency until complete.
- Assist the Agency or landlord in understanding timing for GTA work orders, furniture and State Fire Marshal inspections.
- Tour/walk-through space with agency representatives when space is vacated to ensure compliance in turnover of space back to landlord.
- Independently take ownership of new projects and assignments.
- Serve on a selection committee for agency requests for proposals (RFPs) as needed.
- Create and work under Standard Operating Procedures (SOP).

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel should be expected.

This position is subject to closing at any time once a satisfactory applicant pool has been identified. The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gspc.ga.gov for additional SPC career opportunities.