

## Project Manager – New York, HQ

Columbia Property Trust is currently seeking a **Project Manager** for our **New York office**. This role Manages all aspects of Tenant Improvement (TI) and Capital Improvement (Cap-Ex) construction projects, from project conceptualization through completion. May also manage major renovation and new construction projects. Acts as Landlord Representative and manages the process in building ownership's best interests.

Columbia Property Trust (NYSE: CXP) creates value through owning, operating and developing Class-A office buildings in high-barrier U.S. office markets, primarily New York, San Francisco, and Washington D.C. Columbia is deeply experienced in transactions, asset management and repositioning, leasing, and property management. It employs these competencies to grow value across its high-quality, well-leased portfolio of 17 properties that contain over seven million rentable square feet, as well as one property under development. Columbia has investment-grade ratings from both Moody's and Standard & Poor's.

### Responsibilities:

- Financial Management - manage and oversee all cost estimating and budgeting for assigned construction projects, including soft costs, hard costs, and building related expenses. Review/approve all project related bills and administer orderly payment procedures. Review and processing of change orders from contractors, vendors and consultants. Manage cost against budget, provide updates and forecasts as needed including any change orders which may be required. Responsible for Anticipated Cost Reports (ACR's) for assigned projects. Review tenant reimbursement requests of TI Allowances, for projects being completed by Tenant's separate contractors. Preparation/sign off of change orders to tenants on T.I. projects. Coordinate with Asset Management, Property Management, and Property Accounting staff as needed.
- Project Scheduling- establish and manage project schedule including pre-construction and construction phases.
- Procurement of design consultants (architect, engineers and other consultants as needed), and general contractors and/or construction managers as needed for assigned construction projects. Includes pre-qualification, preparation of RFP's, soliciting and assessment of proposals, and oversight of contract preparation. Obtain insurance certificates from consultants and contractors. Review and preparation of construction contracts
- Manage design consultants, general contractors and/or construction managers throughout the project in accordance with the project's schedule and cost objectives.
- Construction Permitting- oversight of all necessary permitting for construction projects, through Certificate of Occupancy. Direct management of such processes for all projects that are on behalf of Owner (such as cap-ex and turnkey TI); and monitoring of the process to confirm compliance, for projects being constructed directly by tenants.
- Interaction and Coordination with Asset Management & Leasing Operations- Meet with Asset Manager and Leasing representatives on a regular basis to discuss and plan upcoming construction projects and to review and report status of ongoing construction projects for both tenant improvement projects and cap-ex projects. Review/preparation of lease work letters. Coordinate issuance of substantial completion letters to tenant. For TI Allowance projects in which Tenant is responsible for the work using separate contractors, monitor the construction process to ensure conformance with lease requirements and to minimize impact to base building system, adjacent tenants, and property operations.
- Interaction and Coordination with Property Management – Regular interaction with Property Management during design, review of construction documents, and the construction phase of each construction project to avoid detrimental impact to the building systems, and to minimize inconvenience to the other tenants in the buildings during construction. Enforce, in coordination with Property Management, building rules and regulations for design and construction.
- Interaction and Coordinating with Tenants; Administration of Lease Provisions Relative to Construction on "Turnkey" projects or "Allowance" projects in which Landlord is responsible for construction – review and sign off by tenant of design documents and selection of finishes. Coordination of tenant supplied work such as communications and systems furniture. Support senior management and property management staff for "Landlord review" of design documents prepared by consultants, both directly engaged by Owner, and of design documents provided by tenant, for any projects designed by tenant's separate consultants.
- Develop and/or oversee cash flow projections for projects under management.

- Review/Approval of contractor, vendor, and consultant invoices. Interface with accounting and utilize “RCash” system as needed.
- Support loan draw requests preparation, with respect to hard costs and soft costs.
- Completes all necessary reporting functions related to projects, including Monthly Reports, Quarterly progress/status updates, and working with accounting staff for quarterly re-forecasting of construction and project management volume and fees.
- Oversee cost tracking against Tenant Allowances. Review/approval of Tenant Allowance reimbursement requests in coordination with Asset Management/Leasing. Reconciliation and sign off with Tenants in tracking Tenant Allowance usage.
- Oversee maintenance of contract logs, change order logs, monthly project cost statements (including billings/cost to date, monthly requisitions and cost forecasts) for major renovation and development projects.
- Quarterly re-forecasting of construction and project management volume and fees.
- Contractor, vendor, and consultant insurance compliance monitoring.
- Project Closeout- Monitor creation of punch lists by all project design team members and coordinate the timely and quality completion of architect’s and other consultants’ punch lists. Coordinate receipt of final documentation including manuals, warranties, keys, maintenance agreements and as-built drawings. Monitor and ensure the issuance of certificates of occupancy and other governmental occupancy approvals. Complete financial closeout of all accounts for project consultants, contractors, and vendors, including final payments, releases, bonds, etc.

#### **Qualifications:**

- 4-year college degree preferred or equivalent work experience
- 4+ years experience in commercial real estate development management and/or commercial construction management
- Skilled with providing physical assessment of commercial properties
- Highly motivated and deadline driven, project management skills;
- Self-starter who can implement processes and drive accountability for the department
- Excellent communication skills
- Customer service skills with effective collaboration and follow up
- Exceptional organizational skills including the ability to prioritize and manage multiple tasks
- Team player with the ability to interact effectively with all levels of the organization

#### **Physical Demands:**

The worker is sitting most of the time but can often include tasks involving light work, exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to move about inside the office to interact and assist tenants. May involved extended periods of standing. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

The position may require travel to other U.S. markets where Columbia currently has assets or is considering new investment(s). The position will require occasional visits to construction sites to monitor progress. Jobsite visits may include entering controlled access areas to observe specific construction conditions.

Columbia is proud to be an Equal Opportunity Employer – *Veterans/Disabled and other protected categories*