

At Serendipity Labs we pride ourselves on creating a business that is an extension of the corporate workplace. Trusted by some of the largest and smallest companies around, we provide flexible workplace solutions and have created a national network of safe, comfortable, well designed, and professional work environments for businesses of all types and sizes to call their own. We do all of this by blending really great places to work with 5-star service delivered by a well-trained, experienced and people focused team. It is Workplace-as-a-Service.

As we expand our network of locations, we are looking for the best talent to join our team. This is a fast-moving industry that requires passionate, engaging, high energy individuals that stand out in a crowd and that our members and prospects will enjoy interacting with every day.

Your Future Role: Construction Project Manager

As our Construction Project Manager (CPM) you are Responsible for oversight and successful implementation of the design team to develop/enhance corporate design and ensure all company standards and directive are followed. Responsible for all new development construction, renovations, franchise build-outs as required, and all other construction projects. Could include relocations and expansions. Ensures that all corporate standards, budgets and schedules are met. Review the design as required with the team, VP of Design/Construction/Procurement and the CEO. Ensure all projects are finished on time and within budget. Hire, train and manage all team members in the Construction and Design Dept.

All this can be accomplished by:

- Monitor and ensure that construction projects, methods, and processes are consistent with company directives and are within scope of planned business requirements and practices.
- Ensure that project resources are being optimally utilized.
- Work with preferred GCs and MEP's to schedule due diligence visits and create project cost estimates for all new locations using initial space planning and deliver within agreed timelines.
- Assist in developing project estimates to be used to create project budgets that reflect project requirements using corporate objectives, construction standards and cost effective services for submission for approval.
- Perform project budget cost updates to the cost tracker and maintain an updated construction cost database for the US and update as needed thru project completion, includes base project costs, as well as any change orders.
- Focus on relationship development by working with the VP of Operations, technical managers, Lab teams, franchisees regional management, and corporate support teams to discover opportunities to improve our delivery model and enhance our customer service delivery to our stakeholders and clients thru strong, professional communication and information sharing. Suggest process improvements as appropriate.
- Review LOI's and lease stipulations as required for Property and Legal Depts.
- Responsible for delivering all projects on time and within budget. Responsible thru punchlist completion and close out, including TI reimbursement.
- Act as primary escalation path for Lab team members and other Depts on all project related issues.
- Monitor and provide quality control is adhered per company directives and standards.
- Complete reports for corporate management as required with project status updates on critical path items.
- Demonstrate outstanding leadership, effective communication and timely responsiveness.
- Recruit, hire, train and manage all team members in the Dept. to ensure they receive all support required to be successful.
- Actively participate in weekly conference calls with other Departments or groups to identify challenges, propose remedies and determine action plans to ensure projects stay on schedule.
- Support VP of Design/Construction/Procurement and CEO in special projects when needed.
- Gain confidence & trust of others.

Essential Knowledge, Skills, and Abilities:

- 3 years in commercial construction. Preferably in Construction Project management.
- Excellent communication skills, both written and verbal and ability to handle multiple tasks and projects of varying technical degree.
- Superior organizational skills focusing on details, but also able to manage vendor partners at a high level to produce strong results.
- Ability to travel 15-25% of time.
- Ability to analyze data and act on findings and improve performance.
- Ability to effectively establish working relationships with functional departments and regional team and be a strong leader, remaining calm under pressure and flexible
- Advanced knowledge of CAD, Microsoft Office, Outlook, Sharepoint and Adobe
- Strong interpersonal, leadership, and project management skills

What we offer you:

- Competitive base salary and uncapped commission potential
- 80% employer paid health care, vision, and dental insurance
- Generous paid time off
- Ability to be in a start-up culture with an entrepreneurial spirit
- Work in a fast-growing company with tons of growth opportunities