**JOB DESCRIPTION**

The Project Manager will support facility projects. This individual will lead project due diligence, develop options and gain business case approvals, lead project implementation, and manage handovers. Success will be based on meeting schedule, scope and budget, as well as (internal and external) communication skills, leadership, problem solving skills, proactive planning and ability to handle several projects concurrently. This role, which will start out as a 2yr contract position, will report to the Manager of Global Real Estate and Facilities and be based in Lake Forest, CA. The successful candidate, having demonstrated strong performance and right attitude, will have the opportunity to be groomed for a leadership role within the Global Real Estate and Facilities organization.

* Normal work hours: Monday-Friday, 8-5pm (after hours work may be necessary for the proper performance of the role)
* Location: Based in Lake Forest, CA

**EXPECTATIONS**

Project Management

* All aspects in the lifecycle of a project including, but not limited to:
	+ Conception
	+ Business case (including financial analysis) development/approval
	+ Design and value engineering
	+ RFP process
	+ Permitting/Execution/Implementation
	+ Punchlist
	+ Handover
* Ensure good and proactive communication and coordination with all internal and external parties
* Ensure successful delivery of all projects as measured by customer satisfaction (>4.0 out of 5), quality, budget, scope and schedule

Leadership

* Demonstrate strong leadership and sound judgment/decision-making
* Demonstrate thought leadership by thinking ahead and offering well thought out ideas
* Attain respect from, and establish good relationships with, all team members
* Lead by example
* Show aptitude and ability for a leadership role in the Global Real Estate and Facilities organization
* Demonstrate ability to effectively mentor, advice, drive engagement and train team members
* Exhibit skills and ability to handle all aspects of Real Estate and Facilities, including strategy, negotiations, project management, operations, people management, process development, financial modeling and presentations

**KNOWLEDGE/SKILL REQUIREMENTS**

* Methodical, quantitative and quantitative skills for data analysis and building succinct, yet comprehensive business cases
* Real estate strategy and scenario planning
* Ability to handling several project concurrently
* Project management skills, tools and techniques
* Resourcefulness
* Communication and presentation skills
* People management and problem solving skills
* Knowledge of electrical, mechanical, plumbing and HVAC systems
* Ability to read floor, electrical, mechanical, plumbing and HVAC plans
* Good understanding of building operations
* Strong customer service
* Proficient in use of Microsoft programs

**EDUCATION/EXPERIENCE REQUIREMENTS**

* 5-10 years of experience of successfully managing facility / construction projects
* 5-10 years of facility management / operations experience in a corporate environment.
* Project Management certification or proof of project management abilities
* Strong customer service track record
* Process improvement, cost savings and change management experience desirable

**OTHER REQUIREMENTS**

* Openness to learn and be groomed
* Able to walk around a 26 acre campus
* Able to climb ladders and crawl under objects and/or tight spaces
* Able to lift at least 40lb loads
* Not afraid of heights
* English proficiency
* Ability to travel if required