



## **JOB DESCRIPTION**

**Job Title** Development Project Manager

**Company** AMB CCP Logistica, Brazil Joint Venture

**Department** Capital Deployment East Region

### **Major Responsibilities**

- Oversee development of new Class-A Distribution Centers in Sao Paulo and Rio de Janeiro after site plan approval is obtained.
- Oversee the establishment of construction budgets and schedules for AMB CCP's underwriting process.
- Coordinate with other AMB CCP team members critical dates and sharing of innovations learned during development projects.
- Manage the process of development after site plan approvals are obtained. Responsibility is to:
  - Establish a cross-functional schedule including one or more of the following stakeholders:
    - Architect
    - Site Engineer
    - General Contractor (GC) and Subcontractors
    - Environmental Engineer
    - Geotechnical Engineer
  - Communicate with development team deliverable expectations and oversee the timely completion of milestones.
  - Expedite construction permitting
  - Coordinate with Towns and Cities construction permitting including inspections and Certificates of Occupancy.
  - Negotiate construction contracts.
  - Attend weekly or bi-weekly meetings at construction site and/or design office.
  - Review subcontractor bids on open book contracts and award with the help of the GC.
  - Review and respond to RFI's in a timely manner.
  - Review and respond to CO's in a timely manner.
  - Track costs versus budget.



- Coordinate punch-list process.
  - Close out projects and contracts fully to allow for immediate sale of buildings if necessary.
- Follow trends in the construction market including pricing of material and labor.
- Report back to senior AMB CCP officers trends in the construction market when requested.
- Become familiar with the entitlement process and how to underwrite real estate investments.
- Become familiar with the AMB CCP proforma template.
- Assist responding to RFP's by establishing construction budgets.
- Become familiar with the local real estate brokerage community.
- Uphold the ethics and values of AMB CCP.

**Education/Experience**

- 4 years bachelor's degree in Engineering, Architecture, Urban Land Development or Construction Management.
- 4 to 7 years of experience working in the field of Engineering, Architecture, Urban Land Development, or Construction Management. If education is strictly in Engineering, Architecture or Urban Land Development, applicant should have a minimum of 2 to 3 concurrent years experience working on construction projects also.
- Language fluency in English and Portuguese