



THE ANNEX GROUP'S MISSION STATEMENT

To create a positive impact with the people who live, work and are involved in our communities.

The Annex Group is seeking qualified individuals searching for careers not jobs and can operate with a team first approach. If you are someone who wants to assist in our mission and make an impact, come join our team.

POSITION OVERVIEW:

This position is responsible for the preparation of cost estimates for various projects and participation and preparation of contractor's bid packages, bid review, estimate analysis and award discussions.

Must be experienced in conceptual estimating, contractor bidding and contract/change order negotiation.

This position will lead the entire pre-construction process. As the VP you will be involved in a key role working with the Development and Construction teams, responsible for multiple construction projects including Affordable, Market Rate & Student, Multi-Family style projects.

ESSENTIAL FUNCTIONS:

Include but are not necessarily limited to the following:

- Interface internally to obtain input on major decisions regarding development projects
- Coordinate and supervise day-to-day execution throughout project lifecycle, which may include:
 - project scheduling,
 - obtaining approvals,
 - hiring, contracting and supervising contractors and consultants,
 - reviewing and providing input for specifications,
 - project budgeting and forecasting, ensuring projects meet highest quality control and schedules project turnover to construction department
- Oversee and monitor pre-construction teams, including architects, engineers, builders, etc.

- Form, staff, and lead the pre-construction team to achieve established project long term and intermediate goals while help creating a culturally thriving and financially successful company.
- Participate in the preparation of preconstruction budgets, value engineering options, and schedules for proposed projects in concert with the Company Goals.
- Review and coordinate the maintenance of budgets and payment applications through preconstruction and construction stages including required lender submissions
- Participate in consultant meetings through preconstruction and construction stages
- Monitor projects under construction to ensure adherence to development policies, procedures contract documents and specifications, and any audit requirements
- Anticipate and resolve issues and conflicts that may come up during projects with input from the project team
- Manage and ensure the smooth transition of a Project from Development to Construction

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Building Construction Management, Real Estate, Architecture, Civil Engineer or Business Administration required;
- 12+ years of directly relevant work experience in construction, real estate and development
- Background in urban design and planning, site planning, construction oversight and delivery and overall project management of residential and commercial developments through completion.
- Proven leadership skills that cultivate collaboration among the internal and external team members
- Demonstrated record of successful project management in complex situations
- Must be willing to occasional travel
- Experience with contract negotiations preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional walking, standing, sitting within the work area
- Occasional driving to/from locations for business-related purposes
- Routine travel requiring air travel and overnight stay
- Walking, observing, and documenting activity in and around job sites

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is that of a fast-paced office with minimal noise levels
- This position requires working independently as well as part of a team
- This position requires verbal and face-to-face contact with others daily
- Frequent use of a computer is necessary as well as all general office equipment
- At times while on site this position will be exposed to routine job site hazards and thus appropriate safety precautions will need to be adhered to in strict accordance to OSHA