



Job Description: Project Manager

Last Revised: May, 2019

Guiding Principle- What has made NorthStar Advisors successful over the years is our attention to detail, quality of work product, clear and concise communication, written, verbal or numerical, and customer service. Our diversity of experienced staff has allowed us to better serve our clients and provide a service not achieved anywhere else. This success is presented to our clients and potential clients on a daily basis.... by you. Our culture and philosophy lives through you and is spread by you.

Accountabilities-

- 1) Business development
 - a. Network with professionals, in industries to which NorthStar markets, to identify and cultivate business development opportunities.
 - b. Offer services of NorthStar and associated firms to clients when appropriate.
 - c. Work with Business Development Manager to formulate business development proposals.
 - d. Develop fee charts and estimates of NorthStar's work on specific projects.
- 2) Client relationships
 - a. Promote harmonious relationship with client/vendors/contractors and design professionals.
 - b. Meet with client representatives, consistent with NorthStar's proposal, to ensure that the client is fully informed concerning progress on the project and issues being encountered.
- 3) Technical
 - a. Consult with client to define detailed scope of work.
 - b. Conduct proper research into alternatives that can benefit your client including relevant cost information. Take client to see various products, make appropriate recommendations to client. Prepare product evaluations when required. Consult NorthStar standards where appropriate.
 - c. Prepare accurate and detailed construction cost estimates when your specific project requires this effort; enabling your clients to make informed and timely decisions.
 - d. Issue all updated plans and specifications to all project team members including the preparation of transmittals when distributing documents.
 - e. Develop and issue Requests for Proposals to design professionals, construction, vendors and ancillary subcontractors consulting NorthStar standards where appropriate. Review the legal and insurance requirements with the client prior to issuance. Obtain clients sign off prior to issuance.
 - f. Monitor bidder progress and questions throughout bidding process including bidder's conference(s). Limit the bid preparation period as practical.
 - g. Evaluate proposals/bids using a spreadsheet format as illustrated in the standards binder so that effective decisions can be made on information developed.
 - h. Negotiate final costs with contractors/subs considering market conditions and the appropriate level of value given the circumstances dictated by the project.
 - i. Make appropriate recommendations, with justification, to clients on selection of consultants, subs, etc.
 - j. Prepare and issue Letters of Intent to successful bidders using sample versions found in the samples binder. Be specific in your outline of scope and issue within 24 hours of award.
 - k. Award contracts, using NorthStar approved format or client format, after obtaining the clients approval. Notify bidders of award status, including unsuccessful bidders.
 - l. Identify and purchase of long-lead equipment to ensure that project is not unduly delayed.
 - m. Ensure plans issued for appropriate municipal approvals.

- n. Conduct manufacturer or fabrication shop visits to ensure quality and delivery.
 - o. Monitor status of major furniture and equipment delivery to ensure schedule requirements are met.
 - p. Manage progress of specialty vendors or design/builders e.g. cafeteria equipment installation, AV equipment installation, security systems, voice and data cable and systems.
 - q. Forward any cost change information to appropriate parties on a timely basis for approval along with the supporting documentation from the respective vendor or contractor.
 - r. Review and approve Applications for Payment and other invoices for goods received and services performed by contractors or specialty vendors including the creation of letters to contractors and vendors.
 - s. Review and investigate all Requests for Change Orders. Inform the client of need for changes as well as schedule and financial implications.
 - t. Develop, issue and manage completion of punch list.
- 4) Communication
- a. Respond to client/vendors/contractors and design professional phone calls and emails promptly; ideally within the same business day.
 - b. Create documentation that is clear, concise and prepared on a timely basis.
 - c. Coordinate all project team members, including landlord, client resources and the resources of vendors, contractors and design professionals.
 - d. Develop, maintain and update schedules on a continual basis throughout project duration. Ensure that all segments of the project are coordinated.
 - e. Conduct project meetings. Generate and distribute meeting minutes within 48 hours of project meeting.
 - f. Conduct project wrap-up that measures actual performance against project expectations.
- 5) Financial
- a. Perform tasks associated with a respective project in order that the greatest value is procured for your client for the lowest price.
 - b. Develop content for client's project budget that incorporates all categories of cost that client's project will require given project's scope and reasonable and attainable cost estimates so that client can make business decisions on financial viability of project.
 - c. Document project commitments e.g. client purchase orders, agreements, letters of understanding.
 - d. Document budget variances as those variances become known to enable effective business decisions.
- 6) Presence
- a. Schedule appropriate on-site hours, as required, to ensure progress and quality of work.
 - b. Maintain perspective of project management activities on a particular project. Identify situations to management, on a timely basis, in which additional resources or resources with different experience set is required.
- 7) Reporting relationships
- a. Reports to Senior Associate or Senior Project Manager. On given project supervises Assistant Project Managers.
 - b. Prepares and conducts Performance Appraisal of those supervised. Contributes to Performance Appraisal of those reporting to others who perform work on projects that you manage.
 - c. Provide direction to Assistant Project Managers and junior staff when needed. Look to aid in junior staff professional growth and project experience whenever possible.
- 8) Professionalism
- a. Conduct yourself in a manner that reflects positively on the firm.
 - b. Accept the out-of-town travel required by the projects to which you are assigned.
 - c. Assess your skills and develop a plan to address any shortcomings.
 - d. Accept project assignments that prepare you for advancement within the firm.
 - e. Use standard NSOR templates.
 - f. Contribute to the enhancement of existing NSOR templates.
 - g. Attend firm's Staff Meeting.
 - h. Submit Time Sheets and Expense Reports in a timely manner.
 - i. Comply with firm's policies and procedures.

Responses should be sent to Laura Schlessinger at lschlessinger@thinkempirical.com.