

Employment Opportunity

29 August 2022



Remit Applications to:
info@phoenixdevelopment.group

Who we Are:

Phoenix Development Group Partners, LLC (PDG) is a full-service real estate development firm located in Roswell, GA. We are entering exciting times and see a need to grow our team of top professionals. We are looking to fill at least one Assistant Development Manager or Development Manager position to support our Value-Add vertical business.

The fundamental beliefs with which PDG was founded are steadfast. These ideals embody how our team conducts their lives both personally and professionally. Our Core Values are the cornerstone of every project, every relationship, our everyday...

STRONGER TOGETHER | INNOVATIVE | TRUSTED & ACCOUNTABLE | EMPATHETIC

We are entering exciting times and are looking to grow our team with like-minded professionals. PDG has an inclusive culture where all team members feel valued and supported. We have a “work hard - play harder” mentality and enjoy facing challenges, succeeding, and having fun as a team.

Check us out on the web at www.phoenixdevelopment.group

Why consider a career with us?

Working for a real estate development firm provides the opportunity to see and learn all sides of a real estate deal from the inside out. It exposes you to the “why” behind each project. Phoenix Development Group provides employees an opportunity to grow through hands-on experience across multiple sectors. Value-add and ground-up projects will allow for creative minds to challenge themselves while quarterbacking all facets of construction and development management. Opportunity for growth is inherent to being a part of the PDG team.

10931 Crabapple Road
Roswell, GA 30075
www.phoenixdevelopment.group

Job Description:

We are looking to fill an Assistant Development Manager or Development Manager position to support our Value-Add vertical business. This position will report to PDG's Director of Operations. This role requires strong organizational & technical skills, creativity, a keen business sense, and an ability to manage multiple teams and processes concurrently. The candidate must be a strong self-starter, problem solver, and an excellent communicator. This position will require the ability to travel but will be based at our office in Roswell, Georgia. The workload will include the simultaneous management of 4-5 projects from start to finish as well as project budgeting & proposal presentation assistance for future projects.

Education, Experience & Requirements:

- Bachelor's Degree in Construction Management or Engineering
- 2+ Years of Experience in Real Estate Development or 3-5 years in the Construction Industry
- Ability to Work from our main office in Roswell, GA
- Ability to travel as needed

Processes to learn and things to do:

Value Add / Renovation Work:

- Pre-Construction
 - Design Consultant Interviews / Contracting
 - Innovative Design Implementation Oversight in the Senior Housing / Apartment Sector
 - General Contracting RFP Creation, Delivery, & Process Management
 - Pricing Review & Value Engineering Management
 - GC Contracting & Exhibit Organization
 - Project Permitting Management Through AHJ's
- Development Management Through Construction Phase
 - Budget Management
 - Change Management
 - Site Walks / Field Direction
 - Pay Application / Monthly Draw Reviews & Assistance

EMPLOYMENT OPPORTUNITY - ROSWELL, GA

- Project Closeout & Warranty Management
- Development / Operations Communication To Clients Throughout Process
- Overall Workload
 - Simultaneous management of 4-5 mid-size capital improvement projects from start to finish
 - Assistance with overall portfolio reporting
 - Future project collaborative budgeting and proposal presentation assistance

Ground Up Developments:

- Pre-Construction:
 - Owner Design Reviews / Page Turns
 - Pricing Exercises
 - Schematic
 - GMP
 - RFP Generation
 - Pre-Con RFI Assistance
 - Bid Review / VE Assistance
 - Permitting Management Alongside Consultant Team
- Construction Management
 - Project Closeout Assistance
 - Punch List Creation, Delivery, Closeout

Benefits:

- Salary commensurate with experience
- Annual discretionary bonus
- Medical & Dental Insurance
- Paid Time Off and Company Holidays
- 401(k) plan available, no company match
- Flexible work arrangements

What to expect from us?

A commitment to helping you achieve your career goals. We are firm believers that so long as we have the right person in the right seat, success is inevitable. We succeed together, learn together, and celebrate together. We are STRONGER TOGETHER!