



York, PA | Full Time | Project Manager - Construction

**The Investment Real Estate Group of Companies** is seeking a Project Manager for Investment Real Estate Construction, LLC.

### *The Business:*

The Investment Real Estate Group of Companies (IREGC) is composed of real estate centric entities focused on the self storage industry. The various companies provide brokerage services, feasibility studies, property management, development and construction services, general self storage consulting and insurance products. In addition, we own a portfolio of self storage properties. Our market area includes the eight States in the Mid-Atlantic and Northeast. Learn more at [www.irellc.com](http://www.irellc.com).

### *The Environment:*

IREGC currently employs 35 people overall with 10 of those in the home office, where this position will work from. We have converted an old stone grist mill built in 1831 and the adjoining miller's house into our offices. The setting is rural and safe. We strive to maintain a friendly, family-like work atmosphere. At times the work can be hectic and other times very mellow; adaptability is key. We are rapidly growing, and this is an excellent opportunity for the right candidate.

### *The Role:*

The CEO of IREGC is a highly driven, fast paced, goal oriented individual. He is intelligent and quick thinking, but yet methodical and analytical. For those who know the DISC system he is a very high D personality yet has a friendly people centric demeanor.

We are seeking a Project Manager who will:

- Be scrupulously organized and detail oriented, yet have an understanding of the big picture.
- Work thoroughly and independently, completing tasks in a professional manner.
- Present a positive impression to the firm's customers, employees and stakeholders.
- Be extremely pro-active in supporting administration and operations.
- Possess the ability to work on multiple entities at one time, and change gears quickly.
- Be open and embracing as new ideas and projects arise.
- Be a lateral thinker and problem solver; not a person who necessarily does things because "that's the way they've always been done."
- Possess a positive "can do" attitude, knowing that any issue that arises can be overcome, solved, eradicated, left behind, gotten around, defeated and just plain taken care of!

Specific duties and functions of the position include, but are certainly not limited to:

- Managing and overseeing capital improvement projects at over 20 existing self storage locations in PA, NJ and MD:
  - Recognizing and quantifying the projects
  - Gathering quotes from qualified sub-contractors to perform work
  - Selecting contractors and awarding contracts
  - Developing timelines and overseeing project completion

- Overseeing payment of subcontractors and billing ownership entities
- Managing and overseeing capital improvement projects at newly acquired self storage facilities
- Prepare and submit budgets and timeline to supervisor and owner on each project
- Coordinate the land development process and building permitting acquisition
- Work with construction management firm on larger projects and coordinate work efforts
- Manage and be responsible for the budget and timeline on all projects
- Coordinate with professionals from all construction related vendors, subcontractors, firms, etc.
- Negotiate with vendors, suppliers and subcontractors on cost, timeframe and quality of work
- Develop and negotiate legal contracts, construction contracts, bid forms, etc.
- Work with the internal property acquisition team to develop budgets and project timelines, and perform feasibility studies on the projects under consideration
- Manage job site activities with multiple sub-contractors
- Conduct weekly meetings on project performance with supervisor and owner

We are looking for someone who thrives in an environment of growth, change and creativity with each day being a little different from the last. We're also looking for someone who likes and is capable of working independently. We're looking for someone grounded, operational and organized.

### *Experience:*

We're looking for someone with at least 5 years' experience in this kind of role with a suite of glowing personal references. Experience with Microsoft based software and spreadsheet applications is absolutely essential for success in this role. College or trade school degree preferred but not necessary. Self Storage knowledge welcomed but not needed. Preference will be given to candidates who possess a work history in commercial real estate project management and can bring those skills to IREGC.

And of course a pleasant and engaging personality is a must.

### *Application Process:*

1. Please fill out the following online questionnaire: <https://goo.gl/E4kNXN>
2. We will then contact you for further details such as a resume and a time to connect via phone or Skype for a preliminary interview.
3. We will meet with the final applicants in person.

We look forward to hearing from you,

***The IREGC Team***