



Assistant Project Manager

MW Enterprises LLC is a vertically integrated full-service, forward-thinking real estate developer with a reputation for transforming properties into successful, profitable assets. We build solid partnerships with clients to provide clear communication and proficient execution, enabling us to successfully acquire, finance, develop, market, and manage many of the up-and-coming development projects in our focus areas.

MW Enterprises LLC is a certified Small Business Enterprise (SBE) and Women-Owned, Disadvantaged Business Enterprise (DBE)

Mission

To transform the urban and underrepresented landscapes by investing in, owning, and developing real estate, with a commitment to improving community living standards, and changing the global landscape through aesthetic, functional, and environmental awareness.

Vision

To solidify our position as a premier company in real estate, by achieving extraordinary results for our portfolio and our customers; building satisfying careers for our people, and earning a fair return on the value we deliver.

Core Values

- **Inspired:** We develop and apply world-class technology, attack complacency, and continually improve. We do work that we are deeply passionate about and do what we love as a means of contributing to something greater than ourselves. We listen, learn, and seek out the best ideas. We attack complacency and continually improve.
- **Authentic:** We are uncompromising in our integrity, honesty, and fairness. We are committed to our brand, mission, and values. We do not strive for perfection; we prioritize progress, community development, and authenticity. We are always honest and as transparent as we can be.
- **Sustainability:** We improve the quality of life in communities where we work by respecting local cultures, engaging local people, and protecting the environment. We are relentless in keeping people safe from harm, and we provide a healthy work environment.
- **Tenacious:** We are passionate about excellence and doing our work right the first time. Our reputation depends on our delivered value in the eyes of every customer and community so we never settle, strive to get sh*t done and go above and beyond to get it done well. We lead with persistence and encourage our team to knock down walls – literally if necessary. Breaking down barriers will always be supported.

We are a small but thriving company, interested in hiring and keeping the best employees possible



- **Entrepreneurial:** We are creators, leaders, and self-starters. We enthusiastically embrace change; openly challenge convention; and view failures as learning opportunities.
- **Relationships:** We build positive, long-term relationships with our customers, joint-venture partners, subcontractors, suppliers, and colleagues that are built on trust, respect, and collaboration.
- **Together:** We are a people-focused organization, showing empathy and remembering that our humanity sets us apart. We actively build a diverse, inclusive, and collaborative work environment where all views are welcomed, openness is encouraged, and teamwork and merit are cornerstones. Each member of our team is integral to our overall operation and ultimately our success. We aspire to be the employer of choice in our industry.
- **Grateful:** We are grateful for our team, our community, and to be a part of this movement. We understand that hard work breeds success, and we celebrate our role in our successes while being reminded not to take it for granted.

Job Summary

There is an exciting opportunity for a talented professional to join the Development team in Los Angeles as an Assistant Project Manager (APM). This person will be assisting in overseeing one of our many real estate development projects. The APM will work alongside the Project Manager (PM) and vendors, customers, and project teams (including peers across Design, Construction, Operations, Facilities, IT, and Finance) to support all efforts that go into creating a successful MW Enterprises, LLC experience, ensuring that the projects are delivered on time and on budget.

The APM is expected to be an excellent risk assessor, and effective communicator and shall have experience in various stages of real estate development.

Objectives

1. Help the Project Manager oversee and carry out all the processes of the Project team.
2. Manage multiple projects at a time and help prioritize workload within the group to ensure that project timelines are met.
3. Ensure the project team is adequately resourced to achieve project goals.
4. Inspire project team to achieve goals through effective leadership.
5. Assist in the management of the entire life cycle of projects and design/update strategies to minimize the cost/time required for projects.

Responsibilities/Duties

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1. Assist and produce work across the lifecycle of the project, build agendas, support/help with project management, prepare client proposals, etc.
2. Clearly understand and effectively manage the relationships between the CEO, consultants, and Real Estate agents to minimize project and timeline conflicts.
3. Obtain preliminary information regarding the job sites and pass the information on to the proper departments, the project manager, consultants, or other team members (critical). Communicate proposal statuses to clients and utility inspectors.
4. May travel to the job site from time to time to:
 - a. Deliver materials
 - b. Take documentation photos or anything required from the CEO/Project Manager.
 - c. Attend site and project walk with the CEO/Project Manager and/or on their behalf and take effective notes for reporting purposes.
5. Support the Project Manager:
 - a. Plan and define the overall project scope for all subcontractors, and employees.
 - b. Develop, track, and maintain project schedules.
 - c. Review critical pathways, and quickly adapt or accelerate projects to meet deadlines.
 - d. Create reports and update the CEO/Project Manager on the project schedule.
 - e. Oversee tendering process and act as contract administrator.
 - f. Organize and help coordinate weekly project meetings.
 - g. Allocate internal and external project resources.
 - h. Oversee project team, including subcontractors, in collaboration with the Project Manager.
6. Complete cost estimation, and budget development in collaboration with the Cost Estimator, CEO, and Project Manager.
7. Proactively manage changes in project scope, identify potential issues, and devise contingency plans if required.
8. Ensure projects are built on a budget, on schedule, and to drawing specifications.
9. Review and understand MWE target cities, master plan, and charter.
10. Conduct marketing research on target cities, and incorporation opportunity zones.
11. Monitor interns making sure that the internship is tied to their formal education program by integrating coursework or academic credit.

Qualifications

1. Bachelors and/or Associates' degree preferred, but not mandatory.

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2. Computer literacy is required, specifically in Microsoft and Google applications.
3. Excellent computer skills and familiarity with GSuite. AutoCAD experience is a plus.
4. Customer service skills, attention to detail, and a great demeanor with an even temperament is necessary for this position.
5. Strong organizational skills, excellent written/oral communication skills, and the ability to meet deadlines are required.
6. Able to use the internet for research and data retrieval.
7. Must be able to follow directions and follow through with tasks.
8. Excellent grammar, spelling, and composition are a must.
9. Professional appearance and manner.
10. Able to read and understand plans and specifications is a plus.

The Ideal Candidate/Important Qualities

1. Analytic skills: Must be able to complete operational analysis to determine efficiency and areas of improvement.
2. Financial Management skills: Must be involved in internal control processes (financial tracking and some financial analysis) to reduce unnecessary costs and maximize cost-effectiveness. Must be able to keep projects within budget.
3. Leadership skills: Must be able to influence the decision-making of others and direct them into action. Must be practical, realistic, and able to effectively make decisions to move the work forward.
4. Management skills: Must develop and enforce protocols, complete assessments, and risk management through the project lifecycles, and coordinate with different stakeholders across departments.
5. Technical skills: Be able to implement systems. Must be tech-savvy and able to learn, implement and train on software.
6. Work Ethic: Must be diligent, detail-oriented, self-motivated, and able to take on responsibilities individually and within a team setting.