



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

The Project Manager (PM) will manage internal and external teams to oversee the successful design and buildouts of renovated and new buildings throughout our focus area(s). The talented professional will work with 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 PM shall be responsible for the project from the moment the space has been identified through the opening and handoff to Facilities/Property Management. The PM shall be able to keep the team focused on the task at hand. The PM will handle multiple projects at a time in various stages and shall be able to work in a fast-paced environment.

The Project Manager is expected to be an excellent risk assessor, and effective communicator, and shall have experience at various stages of development including but not limited to due diligence, bidding, contract management, people management, etc.

Objectives

1. Oversee all processes of the Project team.
2. Manage multiple projects at a time and 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 the project team to achieve goals through effective leadership.
5. Manage the entire life cycle of projects and design/update strategies to minimize the cost/time required for projects.

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Responsibilities/Duties

1. Ensure all the MWE / client needs are addressed in a manner that is consistent with the MW Enterprises, LLC and MW Enterprises, LLC brand through the project planning phase.
 - a. Create a Project Planning staffing plan with MWE Management.
 - b. Coordinate timelines for all MWE / client deliverables and manage each through completion and delivery to the client.
 - c. Identify and resolve issues or roadblocks that could impact schedule, costs, or customer experience.
 - d. Lead all project Stage-Gate reviews and signoffs from High Interest through Handoff.
2. Substantial involvement during due diligence and layout to understand lease terms, develop estimates and initial budget, and secure necessary approvals.
3. Substantial involvement during planning to identify potential impacts to the project budget, schedule, and quality.
4. Substantial involvement during documentation and pre-construction/bidding to secure access agreements, finalize the budget, award contracts, and release construction.
 - a. Develop operational budgets for projects in collaboration with the CEO, Operations Manager, Construction Project Manager, Cost Estimator, and Project Manager.
5. Substantial involvement during construction, staging, and closeout to ensure construction completion and finalize invoicing.
6. Support opening teams and continue to provide resources throughout the entirety of a building's life cycle, including operation, to create the best MW Enterprises, LLC experience possible.
 - a. Work with the MWE team and internal stakeholders to produce a clear scope of work for Operations, Facilities, and IT, to properly support the operational phase of the project.
7. Serve as the primary point of contact for all extended and external project team members.
8. Assist attorneys with operational contract requirements and help guide the process of contract negotiations with the CEO when necessary.
9. Must be willing and able to travel to oversee the projects at various stages.
10. Generate and continuously maintain reporting data for respective projects, reporting to upper management as necessary.
11. Work across the department to roll out new initiatives and meet targets.
12. Recommend and update processes and systems within MWE.
13. Stay current on advances in logistics and technology and incorporate new technologies into procedures.
14. Review/understand MWE target cities and master city plan/charter.

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- a. Develop market research reports on target cities, incorporations, and opportunity zones.
15. Assist with Project Assistant Interns.

Qualifications

1. Strong understanding of all aspects of the project lifecycle in the design and construction industries.
2. Familiar with construction industry best practices, and building & ADA codes.
3. Know AutoCAD/drafting and be able to draw construction details.
4. Experience in residential and commercial construction/development is preferable.
5. Energetic and well-spoken with impeccable verbal and written communication skills.
6. Ability to work well under pressure and prioritize tasks in a compressed time frame.
7. Ability to maintain order and efficiency in a stressful environment.
8. Must be able to facilitate/drive a successful outcome from stakeholder meetings
9. Must be able to manage multiple projects and prioritize workload.
10. Must be able to travel to oversee projects at various stages (up to 25% travel).

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