



JOB DESCRIPTION & SPECIFICATIONS

JOB TITLE: Project Coordinator – Real Estate

DIVISION: HEAD OFFICE

DEPARTMENT: Real Estate Business Line

SECTION/UNIT:

REPORTS DIRECTLY TO: Corporate Development Manager, Real Estate

IMMEDIATE REPORTEES: NONE

OTHER REPORTEES: None

MAIN DUTIES & RESPONSIBILITIES:

STRATEGIC ANALYSIS & PLANNING

1. Participate in Planning and Strategy Meetings as required
2. Assist in the Preparation of Submissions and Presentations to various Internal Committees and Boards

3. Assist in the preparation and tracking of Master Schedules & Budgets and Project Cashflows for the Real Estate Portfolio

REAL ESTATE DEVELOPMENT

1. Coordinate and oversee various activities in the real estate project life cycle
2. Prepare project management plans, budgets and schedules etc.
3. Prepare project administrative documents including progress reports, presentations, documentations required by internal processes
4. Collaborate with Project Professionals, Consultants and other Stakeholders, to achieve the various project objectives
5. Actively follow-up with Project Team Members and other Stakeholders on the status of their deliverables
6. Monitor Project Progress
7. Coordinate and oversee activities associated with Land Acquisition & Disposal and Land Bank Management
8. Undertake research activities on behalf of the Business Line, to include real estate market trends, sales & lease data
9. Undertake any other project coordinating activities assigned that are associated with the planning, design, approvals and construction of the real estate projects.

RELATIONSHIP MANAGEMENT

1. Establish and maintain relationship with key industry players

OTHER

1. Provide support to the Corporate Development Manager – Real Estate in any other areas required.

EDUCATION, TRAINING & WORK EXPERIENCE REQUIRED:

- B.Sc. Degree in Engineering, Construction Management, Architecture, Construction Engineering or equivalent.
- Project Management training.
- Knowledge of the Project Management Tools and Software (such as Microsoft Projects)
- Strong planning skills & communication skills, excellent multi-tasking skills, strong schedule & budget management skills.
- Team oriented and self-motivated
- Minimum of 3-5 years' experience in the Design and Construction Field
- High level of oral and written communication skills.
- High level of proficiency in the use of computer.

AUTHORITY:

- Direct and instruct project teams as required.
- To liaise directly with Project Consultants & Contractors and Approval Agencies
- To recommend payment for items and services
- To sign on correspondence generated [directly related to Projects].
- To contact the office of regulatory agencies and/or other project stakeholders to seek clarification or make applications on behalf of the Business Line.
- To gather data from local sources

LIAISES WITH:

External and Internal contacts absolutely essential for carrying out the duties of this position. (e.g. CONTACT – Bank of Jamaica; FREQUENCY - daily/on-going; REASON - to confirm repurchases for JMMB; HOW – via telephone).

EXTERNALLY	FREQUENCY AND HOW	REASON
Regulatory Authorities	As needed via telephone and in person	For information , to check on the status of applications and Presentation of Project Proposals
Suppliers	As needed via telephone and in person	Negotiate for prices, quality and terms subject to approval by relevant authority
Consultants – Engineers, Architects etc.	As needed via telephone and in person	To coordinate planning, design and costing activities for the projects
Realtors	As needed via telephone and in person	To determine market conditions, solicit proposals for specific services
Contractors	As needed via telephone and in person	To monitor execution of services related to contract
Attorneys	As needed via telephone and in person	To provide information to support real estate acquisition and disposal
INTERNALLY	FREQUENCY AND HOW	REASON
All departments	As needed via telephone and in person	For relevant information and requests for assistance and support to real estate activities

WORKING CONDITIONS:

List both the positive and negative working conditions associated with this job (e.g. *PHYSICAL - office environment, exposure to dust; SPECIAL - frequent travel, being on 24-hour call, numerous critical deadlines*).

PHYSICAL	FREQUENCY	% OF TIME
Normally office environment	Daily	65%
 SPECIAL	 FREQUENCY	 % OF TIME
Construction Sites (exposure to adverse weather and potential physical hazards)		20%
Travelling (including weekends to meet with project stakeholders and site visits to monitor project progress and to undertake site suitability assessment & other research activities)		15%