



Construction Manager

HP Investors is a private real estate investment firm focused on the acquisition, development and management of retail, office and infill mixed-use properties in select West Coast markets. Founded in 2010, the Company continues to aggressively grow its platform and is currently seeking a Construction Manager to support its growth. The position is located in the firm's Solana Beach headquarters and could be either part- or full-time.

As a Construction Project Manager, you'll oversee the planning, implementation, and completion of various construction and repair and maintenance projects within our organization. Your role is pivotal in ensuring that projects are completed on time, within budget, and in compliance with all given requirements. You'll be responsible for coordinating with stakeholders, managing resources, and resolving any issues that arise throughout the project lifecycle.

Primary responsibilities include:

- Project Planning and Scheduling - Develop comprehensive project plans outlining tasks, timelines, and resource requirements. Coordinate with relevant teams to ensure alignment with project goals and objectives. Establish project schedules and milestones to track progress.
- Budget Management - Prepare and manage project budgets, including cost estimation, resource allocation, and expenditure tracking. Monitor expenses closely and implement cost-saving measures when necessary. Provide regular financial reports to stakeholders.
- Contract / Vendor Management - Oversee the negotiation, drafting, and administration of contracts with suppliers, subcontractors, and other relevant parties. Ensure that all contractual obligations are met and that any disputes are resolved promptly.
- Quality Control and Assurance - Implement quality control measures to ensure that work meets project standards and client / tenant expectations. Conduct regular inspections and audits to identify and rectify any deficiencies. Implement corrective actions as needed.
- Leadership – Provide leadership and guidance to project teams, subcontractors, vendors, etc.

Requirements include:

- Bachelor's degree and 3-5+ years' experience in architecture, construction management, engineering, or related area.
- Strong written and verbal communication skills with the ability to convey information concisely.
- Highly organized with a demonstrated ability to prioritize and multi-task
- Strong work ethic and ability to work in dynamic, entrepreneurial team environment

Compensation shall be commensurate with experience and qualifications. Please direct all inquiries to Valerie.Morrison@hpinvestors.com.