

Construction Manager

About Holt Lunsford Commercial

Founded in 1993, Holt Lunsford Commercial (HLC) is a values-based, customer-focused, full service third party commercial real estate company. We are a fast-growing real estate provider in Dallas, Fort Worth, and Houston. We oversee 100 million square feet for both private and institutional owners.

IMMEDIATE IMPACT. MEANINGFUL CAREER.

At Holt Lunsford Commercial, we know our success begins and ends with our people. It's the reason we work hard to attract and retain the best and brightest talent. From day one, you will be an integral member of our high-caliber, collaborative team. We will empower you to apply your energy, expertise, and creativity to meet our clients' needs while instilling you with unsurpassed market knowledge and development opportunities to succeed. When you join Holt Lunsford Commercial, you won't simply start a new job - you will build a meaningful and impactful career.

Job Description

Provide for the successful execution of all duties and aspects of in-house construction management. Executing on tenant improvements of industrial and office space and on major capital improvements across the Holt Lunsford Commercial ("HLC") portfolio. The successful candidate should be experienced in engaging the design consultants, general contractor bid solicitation, contract execution and project management.

General Qualifications & Knowledge/Skills/Abilities:

Education:	Bachelor's degree
Experience:	Five to ten years of construction project management experience
Skills/Behaviors:	Proficiency in Word, Excel, Microsoft Project and Microsoft Outlook Background in pre-construction services Strong oral and written communication skills are a must Strong organizational skills with ability to prioritize Ability to handle multiple tasks while meeting strict deadlines Detail-oriented, Team-oriented must be able to coordinate and work with peers, clients, tenants, government officials, general contractors and sub-contractors

Major Areas of Responsibility

- Ability to review and interpret construction plans and specifications
- Manage tenant improvement and capital projects
- Project execution from build-out to punch list
- Cost control and reporting, budget preparation for capital, tenant and shell building improvements
- Document control
- Oversee and administer all aspects of capital improvements and tenant related build-out projects, including contract bidding, award, and final acceptance of premises by tenant in accordance with lease.
- Provide assistance to other HLC departments. Provide services focused on excellence.
- Other duties as assigned.

At HLC, we celebrate diversity and recognize the value it brings to our customers and employees. We are proud to be an equal opportunity workplace.