



Thirty-Four Commercial – Commercial Construction Project Manager

We are seeking an experienced and dynamic Commercial Construction Project Manager to join our team. This role is pivotal in ensuring the successful execution of commercial construction projects from inception to completion. The ideal candidate will possess a strong background in construction management, exceptional leadership skills, and the ability to manage multiple projects simultaneously while maintaining high standards of quality, safety, and efficiency.

Responsibilities May Include:

- Oversee all TI projects with developed comprehensive project plans (timelines, budgets & resource allocation)
- Work with chief engineer on projects
- Lead and supervise construction teams
- Manage GC list and approval of contractors
- Serve as the primary contact for clients - maintaining clear and effective communication throughout the project lifecycle
- Provide regular updates and progress reports to stakeholders, addressing any concerns or changes promptly
- Provide support for reporting for board meeting
- Work with lease administration and brokers on pre-leasing
- Assist with vacancies as needed
- Upload project documents
- Manage construction, design, T.I. Pay app, invoice approval
- Coordinate prelim pricing
- Vacancy construction pricing and management
- TDLR/ADA inspection contact/verification
- Review and approve construction documents
- Manage CAPX projects and tenant related issues
- Communicate/coordinate with PM for any tenant notifications for property construction items
- Send out project completion email to PM and Chief Engineer for upcoming turnover
- Walk vacancy post tenant move out for construction items
- Manage CM fee per project, work with accounting for billing to tenant ledger

Qualifications:

- Ability to network and develop strong relationships
- Bachelor's degree in construction management, Civil Engineering, or a related field
- Minimum of 5 years of experience in commercial construction project management
- Proven track record of successfully managing small- and large-scale commercial construction projects
- Strong knowledge of construction methods, materials, and legal regulations.
- Excellent leadership, communication, and negotiation skills
- Proficiency in best-in-class project management software and tools (e.g., MS Project, Procore)
- Ability to work under pressure and meet tight deadlines
- PMP or similar certification is a plus
- Good communicator and fast learner
- Great attitude a must!

All inquiries, please contact: careers@thirty-four.com

Thirty-Four Commercial:





THIRTY-FOUR COMMERCIAL

Thirty-Four Commercial is a Dallas-based boutique, full-service real estate firm. Thirty-Four specializes in leasing and managing new developments, office, and industrial assets. From dirt to disposition, our experts engage market-leading property and project management, providing white glove service for all clients ranging from institutions to family-owned properties.

