



Thirty-Four Commercial – Construction Project Manager

Job Description

We are looking for an experienced and dynamic Commercial Construction Project Manager to join our team. This role is crucial in ensuring the successful execution of commercial construction projects from start to finish. The ideal candidate will have a strong background in construction management, exceptional leadership skills, and the ability to manage multiple projects simultaneously while upholding high standards of quality, safety, and efficiency.

Location: Dallas, TX

Position Type: Full-time

Reports To: Chief Property Management Officer

Key Responsibilities:

- Oversee TI projects by developing and managing comprehensive project plans (timelines, budgets, and resource allocation).
- Collaborate closely with the Chief Engineer on various projects.
- Lead and supervise construction teams to ensure efficient project execution.
- Manage the GC list and approve contractors.
- Act as the primary contact for clients, ensuring clear and effective communication throughout the project lifecycle.
- Provide regular updates and progress reports to stakeholders, promptly addressing any concerns or changes.
- Support board meeting reporting.
- Work with lease administration and brokers on pre-leasing activities.
- Assist with managing vacancies as needed.
- Oversee the uploading and organization of project documents.
- Manage construction, design, TI pay applications, and invoice approvals.
- Coordinate preliminary pricing and manage vacancy construction pricing.
- Serve as the TDLR/ADA inspection contact, ensuring compliance.
- Review and approve construction documents.
- Manage CAPX projects and resolve tenant-related issues.
- Communicate and coordinate with PM for tenant notifications regarding property construction.
- Send project completion notifications to PM and Chief Engineer ahead of turnover.
- Conduct post-tenant move-out inspections for construction needs.
- Manage CM fees per project and collaborate with accounting for tenant ledger billing.



Qualifications:

- Strong networking and relationship-building skills.
- Bachelor's degree in Construction Management, Civil Engineering, or a related field.
- A minimum of 5 years of experience in commercial construction project management.
- Proven track record in managing both small- and large-scale commercial construction projects.
- In-depth knowledge of construction methods, materials, and legal regulations.
- Excellent leadership, communication, and negotiation skills.
- Proficiency in project management software (e.g., MS Project, Procore).
- Ability to work under pressure and meet tight deadlines.
- PMP or similar certification is a plus.
- Strong communication skills and a fast learner.
- Positive attitude and a proactive approach.

For any inquiries, contact careers@thirty-four.com or email your resume to apply for this role.

Thirty-Four Commercial

About Us:

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

Why Thirty-Four?

- Opportunity to lead and shape the future of our property management division.
- Be a key player in a dynamic and growing company.
- Competitive salary and benefits package.