

To reinforce its Development team, Cofinimmo is looking for a new

**Project Manager (M/F) for following countries
BELGIUM – GERMANY - SPAIN**

FUNCTION

The Project Manager is responsible for :

- ✓ the preparation and monitoring of programmes, timing, quality and finances of construction and/or renovation projects with a view to achieving an optimum long-term investment (balance between costs and potential rental income) ;
- ✓ the organisation and follow-up of technical due diligences for new acquisitions within the acquisition strategy and context, set out by the direction and other internal teams.

RESPONSABILITIES

New building and structural conversion under direct and indirect management

- ✓ Plan, budget, coordinate and control of the design, the administrative procedures, the environmental certification and the works.
- ✓ Select consultancy firms (description of assignment, call for tenders, negotiating, drawing up contract)
- ✓ Draw up and update project planning with respect of budget, timing and scope.
- ✓ Draw up the building contracts.
- ✓ Supervision of the worksites
- ✓ Budgetary monitoring at all stages of the project (feasibility, preliminary design, design, orders, contingency accounting, etc.) with support of the consultancy firms concerned
- ✓ Collect and examine the as-built files and post intervention files
- ✓ Follow up technical problems under the construction guarantee (in consultation with the property manager concerned)
- ✓ Organise the final acceptance
- ✓ Ongoing internal reporting to the teams concerned for the projects monitored
- ✓ Follow-up of claims under the construction risk insurance.

Quality control of construction projects by third parties (developers)

- ✓ The content of this area of responsibility is the same as for above, on the understanding that the financial responsibility and responsibility for the project remain with the developer
- ✓ In this set-up, the project manager defends the interests of Cofinimmo as future owner/investor and integrates the specific points for attention with a view to long-

term maintenance and sustainability ; during design and construction phase, the project manager monitors also actively all risks for Cofinimmo.

Audits and technical due diligence

- ✓ Technical visits of investment opportunities.
- ✓ Retrieval and analysis of basic documents concerning a proposed project (plans, measurements, acts, permits, soil conditions, urban development regulations, tender specifications, acceptances, control reports, etc.).
- ✓ Examine conformity of the project.
- ✓ Provide technical advice concerning maintenance difficulties and maintenance cost.
- ✓ Provide advice concerning redevelopment potential and risks.
- ✓ Internal reporting concerning risks and precautions with regard to planned investment;
- ✓ Budgeting of necessary adaptation works;
- ✓ Provide technical input for the contractual documents

PROFILE

General knowledge

- ✓ Detailed knowledge of the languages **ENG**: oral and written; **GER, SP, FR, NL** complementary languages in function of geographic activity perimeter
- ✓ Office automation knowledge **MS OFFICE: Word / Excel**
- ✓ Assertiveness, control of emotions, planning and organisation
- ✓ Respect of others, respect of procedures.

Specific skills

- ✓ Architecture-specific software: AutoCAD.
- ✓ Experience in programme structure
- ✓ Broad knowledge of civil engineering
- ✓ General knowledge of specialised techniques (HVAC/electricity/lifts/sanitary installations).
- ✓ General knowledge of specific legislation related to the function of the building project
- ✓ Experience in drawing up planning.
- ✓ Good grasp of building standards
- ✓ Relevant experience in price calculation of building works
- ✓ Experience in drawing up study and building contracts.
- ✓ Knowledge of ageing and maintenance problems of buildings.

INTERESTED?

Please send your résumé and cover letter to our Human Resources team at hr@cofinimmo.be