

Overview:

Strata Project Management Group is a Charlotte based project management and consulting firm founded in 2021. Our firm was built on the foundation of global project management experience while providing the attention to client experience expected from owner-operated boutique firms. We are singularly focused on being the protective layer for our clients throughout the chaos of construction with timely communication and deep, direct relationships. We approach our client's business as if it were ours, we go the extra mile to deliver and we bring the best project team to the table for our client's unique needs.

Strata's core values of accountability, collaboration, fairness and thoughtfulness drive everything we do. Through these values, we put our clients at the center of all we do and has been refined through the execution of over \$1 billion in project value and delivering over 6 million square feet for clients. Our depth of experience affords owners access to a deep partner network across design, construction, furniture, IT, audio visual and relocation strategies to ensure that we build the right team for your project.

Job Description:

- Strata is seeking self-starters with a team-first mindset to support our entrepreneurial team in delivering construction projects. The role will provide internal and external customer care in support of the planning and delivery of projects of varying sizes and types dependent upon pipeline and organizational need.

Ideal Candidate

- Acts with a clear sense of ownership and takes personal responsibility for decisions, actions and failures.
- Successfully partners with others to get work done while crediting others for their contributions and accomplishments.
- Able to balance the interests of multiple stakeholders while considering cultural and ethical factors in the decision-making process.
- Able to orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- Direct and truthful; able to present the unvarnished truth in an appropriate and helpful manner.
- Can handle stress and able to pivot with the unexpected.
- Views missteps and setbacks as opportunities to learn and grow.
- Able to laugh at him/herself and with others; is appropriately funny and can use humor to ease tension.

Responsibilities

- Assisting the project manager with developing, monitoring, adjusting, and issuing all project delivery, communications, and reporting tools—with primary focus on budget and schedule
- Identify and prioritize issues required to resolve complex situations



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- Support project manager with email responses and by coordinating meetings with project team; including: client, designers, consultants, contractors, vendors, municipal representatives, etc
- Prepare agendas and meeting materials, and assisting the project manager to facilitate successful team activities of: lead meetings, develop and maintain master project budgets and timelines as required for each project and project phase to ensure overall project objectives and client needs are met.
- Track and report on project approvals, decisions and sign-off throughout life of the project.
- Support project manager with communications and reporting to various stakeholders detailing project progress, schedules, spending, and summary level project data
- Assisting the project manager with processes for planning, coordination and implementation of owner-direct consultants, vendors, equipment, etc
- Support project manager in managing the processes for punchlist, commissioning, move-in, operational readiness, and close-out
- Provide move support to project prior to, during and after completed moves through communications, physical presence and completion of open items.

Experience

- Undergraduate degree received or nearing completion: preferred in Construction Management, Engineering, or Architecture
- 1-2+ years of experience supporting a team in a fast-paced environment.
- Exceptional written/oral communications are a must with demonstrated ability to clearly and concisely communicate.
- Strong working knowledge of budgeting, scheduling, and construction process specific to ground-up projects.
- Proven success in client relationship management with a track record of delivering repeat business opportunities.
- Familiarity with real estate development concepts including: zoning, creation of pro forma, cash flows, market research, investment package proposal
- Proficiency in Microsoft Project and Microsoft Office Suite, with strong proficiency in Excel xlsx using complex formulas to develop budgets and graphical charts
- Willingness to learn new technology platforms as required to remain relevant in industry
- Highly organized with strong analytical and leadership skills, along with ability to plan, organize, and manage process for all project resources
- Ability to work both independently and as part of a team, while being efficient and highly dependable
- Strong customer service and people skills, with focus on responsiveness, timeliness, flexibility, and conflict resolution with a positive-attitude
- Excellent written and verbal communication skills

Employee Type:

- Full-time, W2 employee

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to travel to/from/within active construction sites.
- The employee may be required to travel outside to/from/within active construction sites in varying outdoor weather conditions.
- The employee may also be regularly required to sit or stand for prolonged periods of time.
- The employee may be required to climb ladders and lift objects up to 50 lbs.

Role will Report to:

- COO

Compensation and Benefits:

- Flexible work environment
- Pay commensurate with experience and qualifications
- Ten (10) Paid Holidays
- Unlimited PTO
- 401k Plan
- Profit Sharing
- Annual Performance Bonus
- Paid Maternity/Paternity Leave

Strata provides equal employment opportunity. Discrimination of any type will not be tolerated. Strata is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state, federal, or local law. The selected candidate must be authorized to work in the United States.