

## AEW CAREER OPPORTUNITY

# Project Manager

## Architecture & Engineering

LOCATION: BOSTON

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### Main Purpose of the Role

Building on prior experience in the Design, Development or Construction Management fields, the candidate will support the real estate investment process for both equity and debt opportunities across the United States. The A&E team member will help coordinate due diligence on various real estate asset investments by managing 3rd party vendors and reporting findings to Investment Committee. In addition, the future team member will play an integral role in supporting the in-house ESG team in reaching AEW's market leading environmental and resilience goals, including achieving Net Zero energy consumption across our assets.

### Key Responsibilities

- Assist with the direct technical due diligence investigations, including evaluation of Environmental, Architectural, Structural, Building Enclosure, Site & Civil, HVAC, Electrical, Plumbing, Fire Protection and Vertical Transportation systems, in connection with proposed acquisitions and development of real property.
- Support in-house ESG team in evaluating opportunities for carbon abatement, implementing environmental sustainability and resilience programs, and establishing and achieving performance targets including at the building/asset level
- Analyze Property Condition and Environmental Site Assessments, Plans, Surveys, Specifications, Geotechnical, Seismic and ADA Reports etc., and advise the senior team members on the adequacy, suitability and overall quality of the property's design, construction and condition.
- Assist in evaluation of proposals for new construction projects including review of A&E designers, general contractors, and JV developer, as well as assessments of construction drawings, schedules, budgets and other documents.
- Coordinate and track capital improvement projects including in assisting developing project scope, budgets, negotiating contracts, and directing consultant teams.
- Engage 3rd party consultants to perform document and cost reviews and ongoing oversight as appropriate to the scope and complexity of the project and be familiar with results and recommendations.
- Participate in onsite and virtual OAC meeting for development projects to monitor the progress and quality of the work.
- Review monthly draw requests and review regular job updates from general contractors and JV partners to stay apprised of potential issues affecting cost or schedule.
- Communicate finding with may impact asset performance to senior A&E team members, Asset Managers and Acquisitions teams.
- Collaborate with asset managers to develop annual capital plans for real estate equity assets.
- Assist in the development and implementation of policy and protocol updates.
- Develop reports and memos to convey technical information to identify investment risk

### Skills & Competencies Required

*AEW Capital Management is an equal opportunity employer.*

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- Must be able to coordinate multiple projects and tasks, be well organized, and flexible in fast-paced environment
- Demonstrated critical thinking, initiative, and good judgement as well as constructive problem solving
- Strong and demonstrated interpersonal skills
- Excellent verbal and written communication skills with the ability to convey technical details concisely to broad audiences
- Able to work effectively and cooperatively as a member of a team.
- Able to effectively take direction and work independently as needed.

### **Education and/or Experience Required**

- BA/BS in Architecture, Engineering or Construction Management
- AIA or PE license, or candidate for either
- 4+ years of hands-on construction, architectural, physical due diligence or similar experience
- 25 -35% Travel

**To apply for this position please e-mail your resume to [Jobs@aw.com](mailto:Jobs@aw.com)**