



CV Properties LLC

DEVELOPMENT + INVESTMENT + MANAGEMENT

CV Properties, LLC is a Boston-based commercial real estate company focusing on development and investment opportunities throughout New England. Founded in 2003, CV Properties identifies, develops, and manages commercial real estate projects that provide superior risk-adjusted returns. Our partners are large, institutional investors with broad-based experience in the development, redevelopment, and acquisition of commercial real estate.

CV Properties' senior professionals have years of experience acquiring, developing, and managing commercial real estate in the United States. Our experience in the New England marketplace has established a wide network of brokers, architects, attorneys, lenders, developers, and other real estate professionals. The company believes that its strength lies in building teams. Large capital partners, strong operating capabilities and local relationships developed over a long career provide significant advantages in the complicated business of creating value in commercial real estate.

About the Opportunity: CV Properties is seeking a detail-oriented Project Manager with 3-5 years' experience to oversee all aspects involved in the commercial real estate development and construction process. This person will be responsible for managing project from start to finish, guiding each one through the design, planning, municipal and state approvals, construction, and permitting process in a cost effective and efficient manner. This person will report directly to a senior project manager and owner and will serve as the primary point of contact with all associated parties including architects, planners, contractors, engineers, and other consultants. Candidate must be versatile and adaptable, to multi-task successfully, and must set and meet all development deadlines.

Key Duties and Qualifications:

- Manage schedule, budget, and consultants to meet or exceed deadlines and budgets
- 3-5 years' experience as a Project Manager on commercial projects.
- Able to resolve conflict to be mutually beneficially to all parties involved
- Develop the best methods to ensure team support and effective communication
- Bachelor's Degree required; advanced degree is a plus
- Ability to coordinate several major activities at once while analyzing and resolving specific problems
- Excellent written, oral, and communication skills
- Computer skills are required; must be proficient in Microsoft Excel, Project, Word and Outlook. Experience in Smartsheet is a plus.

If interested, please email your resume to [Kevin Galvin](mailto:kgalvin@cvprop.com) (kgalvin@cvprop.com).

CV Properties LLC is an Equal Opportunity Employer.