

Position Description

Position Title: Project Manager

Position Location: Newport Beach

Company Overview

Intracorp is a Pacific Coast-based real estate development company of high-density multifamily projects which was founded in 1986 as a division of Intrawest, the large North American resort developer. In 1994, Intracorp became a separate company and currently has development operations in Los Angeles, San Diego, San Francisco, Seattle and Hawaii. For more information on Intracorp, please go to www.IntracorpCompanies.com.

Intracorp's Southern California office was opened in 2002 to pursue development opportunities in the Los Angeles/Orange County Area. Intracorp's local projects are focused on high density, multifamily developments in infill locations and include 1000 units currently under development.

The Southern California office is experiencing big growth and is looking to fill its team with self-motivated, highly intelligent, and career-oriented professionals looking for intensive development experience.

Responsibilities:

The Project Manager (PM) is responsible for managing a project from inception to close of escrow of the last unit, taking responsibility for all aspects of city entitlement, product design, pricing, marketing plans, delivering units pursuant to a schedule, on budget, in accordance with the approved business plan, in order to maximize profits. The PM is responsible for profit and loss of the project consistent with the business plan. As the responsible person for the projects, the PM needs to embrace all issues of the project and be an effective decision maker. The PM reports to the EVP-Operations.

Acquisition/Design/Entitlement/Planning:

- Assist in the due diligence efforts to evaluate the property acquisition, including meeting with special interest groups and city staff.
- At the direction of the President, take the lead with consultants in product design.
- Evaluate the municipal restrictions applicable to the property.
- Work closely with the city to assess and seek entitlements, including processing the Tentative and Final Tract Maps and conditions thereto.
- Primary responsibility for obtaining all project permits.
- Primary responsibility for obtaining all required easements (tiebacks, encroachments, etc.).
- Evaluate due diligence findings and their impact on the development of the property.
- Understand the surrounding market, as well important design features.

- Assist in the preparation of a project proforma to develop the chosen property to its highest and best use.
- Work with Financial Analyst to develop a proforma/cash flow for the project identifying the projected revenue, cost and schedule to successfully complete a profitable development.
- Hire and manage consultants (with assistance from VP-Construction). PM takes the lead in managing the consultants through DD, and the VP Construction takes over through CDs. PM is responsible for all design elements, VP Construction for constructability.
- Manage the title company in obtaining comprehensive title reports and title coverage.
- Prepare documents for submittal to the municipalities.
- Develop and prepare product specifications, upgrades, and amenities lists for approval by the EVP-Operations. Solicit input from VP-Sales&Mkt., VP-Construction, Dir. of Customer Service.
- Prepare Development Review Applications for the city.
- Attend Development Reviews at City: be prepared to do presentations.
- Negotiate development agreement with the municipality.
- Coordinate preparation of conceptual estimates with the VP-Construction.
- Review and approve all consultant contracts consistent with company procedures.

Construction:

- Assist VP-Construction in preparation & review of working drawings.
- Approve all consultant change orders, with co-approval by the VP-Construction.
- Assist VP-Construction with RFI's and construction change orders.
- Attend various walk-throughs at critical construction stages.
- Assist the VP-Construction with the construction process to ensure conformance to design, schedules and budgets.
- Administer weekly meetings with the project team.
- Participate with VP-Construction in the value engineering process.
- Monitor city activity calendars. Report on potential opportunities, hurdles & delays, including moratoriums, fee increases, etc.

Sales & Marketing:

- Assist Escrow Coordinator in preparation of documents (CC&Rs, purchase & sale agreements, etc.) for submittal to the Department of Real Estate (DRE) for the appropriate public reports. Take lead in managing the preparation of the condo map.
- Organize & facilitate HOA initiation and budgets.
- Oversee preparation of sales center improvements representing the project, with input/assistance from the VP-Sales&Mkt.
- Manage consultants to prepare color schedules for the building exterior.
- Assist VP Sales&Mkt in setting sales prices and schedule of sales releases.
- Take lead in selling any retail component of the project.
- Act as the Developer Board Member on HOA's.
- Be intimately familiar with the market and competing/upcoming projects.

Financial:

- Coordinate documents and information for loan packages.
- Track construction loan for potential out of balance conditions.

- Prepare monthly project status reports identifying issues, schedules, budgets and overall project performance relative to the business plan and proforma.
- Prepare monthly partner reports for distribution. Attend partner meetings. Answer investor inquiries as required.

Close Out:

- Coordinate unit turnovers with VP-Construction, Director of Customer Service, Escrow Coordinator, and General Contractor for prompt escrow closings.

Skills and Abilities:

- Strong ability to set and meet goals
- Strong understanding of the real estate development business which will allow he/she to adequately implement the development process
- Excellent communication skills – works well with others
- Able to solve complex problems
- Strong business management skills which are to include a basic understanding of accounting practices and the ability to maximize profits
- Ability to manage consultants in order to complete goals, objectives and schedules
- Strong Excel skills
- Must have 8 years of residential development experience
- College Degree (MBA preferred)

Interested candidates should contact:

careers.sc@intracorpcompanies.com

www.intracorpcompanies.com