



Title: Assistant Project Manager
Direct Report: Senior Project Manager
Indirect Report: EVP / Head of Development
FLSA Status: Full-Time Exempt

Job Summary

The Assistant Project Manager (APM) will work with all members of the Development team to support analytical and operational aspects of development and/or preservation projects. The APM will be working simultaneously on multiple projects at various stages of the development life cycle. The APM is expected to work collaboratively in a fast-paced, entrepreneurial work environment with a range of individuals and organizations.

Essential Functions

Responsibilities include, but are not limited to:

- Coordinate and ensure the timely completion of pre-development deliverables, ranging from appraisals, environmental testing, surveys, financing and real estate tax applications
- Track and compile due diligence required for closings, maintain and manage lender checklists
- Track on-going project costs
- Prepare construction requisitions and financial analyses
- Attend and take notes during community, design, finance and construction meetings
- Track and monitor construction, lease up and other ongoing processes through stabilization
- Work closely with internal asset and external property managers to monitor the transition from construction completion through stabilization / repositioning
- Work with acquisition and development team members to analyze potential investment / acquisition opportunities, including submissions to Requests for Proposals / Qualifications
- Perform market studies and maintain ongoing market reconnaissance for potential projects
- Collect and report on development trends in the NYC market, changes in housing, finance, sustainability, and tax policies
- Communicate effectively with a wide variety of collaborators, including but not limited to Camber colleagues, outside consultants, business partners, agency representatives and community stakeholders
- Travel to properties in the NY metro area to perform site inspections and collect data
- Maintain complete and accurate files and records

Required Skills and Abilities:

- Basic understanding of real estate and/or financial fundamentals
- Ability to work independently and to accomplish certain tasks without supervision
- Strong written and verbal communication skills
- High level of proficiency in Microsoft Excel and Word
- Strong desire to make a positive impact in the urban environmental
- Positive attitude, maturity and sense of humor
- Bachelor's degree, preferably in urban planning, architecture, public policy, finance or relevant field

Skills Specific to this Role:

- Strong data management skillset with the ability to collect and manage data, including exploratory data analysis
- Quality assurance and data cleansing, using MS Excel
- Knowledge to develop automated processes for data scraping

Education and Experience

- Master's degree in Real Estate, Urban Planning, Finance or other relevant field
- Knowledge of New York City real estate development
- 2+ years in a relevant field, experience in a real estate development company preferred

Work Environment

- This job operates primarily in an office environment but may occasionally require travel throughout the five boroughs.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

Affirmative Action (AAP/EEO statement)

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

This job description in no way states or implies that this is an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions to be performed by the employee in this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State laws). Continued employment remains on an “at-will” basis.