



Job Description

Job Title: Project Coordinator
Employee:
Reports To: VP, Development
FLSA Status: Exempt
Department: Westlake Urban, LLC
Location: 520 S. El Camino Real, 9th Floor, San Mateo, CA 94402
Prepared by/date: Deborah Tu / March 2018

Summary:

Westlake Urban is a dynamic, privately-held real estate owner and operator with over 40 years of experience in the Bay Area. We are growing our development team and are looking for a diligent, analytical, and growth-oriented individual to join our family. Must love real estate and working with a fun and collaborative team. You will get to work on a variety of exciting projects ranging from redevelopment of flagship buildings to ground up land development in emerging areas, all the way from entitlements through vertical construction. We value our employees first, and strive to make the company first and foremost a great place to work. If this sounds like the place for you, read on.

Send all inquiries to: careers@westlakeurban.com only.

Essential Duties and Responsibilities:

Contract Management

1. Prepare project contracts, ensure insurance compliance, and coordinate bidding and contract negotiation. Assemble contracts and change orders with documentation, route for approval, code invoices, and ensure within budget. Ensure consultants have the proper documentation.
2. Prepare quarterly and yearly project reports with updates and budget tracking. Analyze construction/development costs and understand the impact of these on the development.

Acquisition

3. Perform financial analysis, including proforma modeling, cash flow analyses, waterfall analyses and valuations. Analyze the financial feasibility of proposed projects by preparing and reviewing proformas, construction costs, city fees, and market data.
4. Research and present market and economic fundamentals and emerging trends. Research comparables, land ownership, and entitlement for acquisition.

Development

5. Prepare project budgets and schedules. Report on project progress, budget review, and forecasted cash flow and equity requirements.
6. Monitor project closeout process including contract closeouts, punch list and final payments.

Project Coordinator

7. Monitor development activity and schedule. Prepare monthly construction report. Produce draw submittals for accounting and validate draw for conformance with operating agreements.
8. Assist in the interviewing and selection of consultants.
9. Coordinate with Asset Management to ensure operating properties are properly primed for redevelopment, including review of lease schedules, physical condition reports, and capital improvement schedules; ensures land maintenance activities are conducted in regular intervals.

General

10. Attend meetings as required to advance progress and individual project tasks. Follow through with pertinent parties to ensure that appropriate action is completed on schedule and as required.
11. Maintain all project records per the office record keeping protocol.
12. Clerical support to Development Team such as writing letters, managing files, and coordinating calendars.

Competency:

1. Ability to work independently and/or remotely as needed
2. Have demonstrated analytical ability
3. Have computer proficiency to use industry related software
4. Proficiency in preparing reports, presentations and financial modeling
5. Good oral, written and interpersonal skills
6. Be organized, demonstrate an ability to listen, communicate with a wide spectrum of people reflecting multiple perspectives

Qualifications:

Education/Experience:

- 2+ years of experience in commercial, retail, residential and land development projects.
- College degree in related field
- Proficiency in financial analysis related to development projects

Reasoning Ability:

- Demonstrated analytical ability in prior work assignments
- Demonstrated ability to make concise, informative presentations

Computer Skills:

- Proficiency in MS Word, Excel, PowerPoint, Project
- Proficiency in building financial models
- Proficiency in Yardi Voyager software preferred
- Proficiency in Argus Enterprise software preferred

Supervisory Responsibilities:

The Project Coordinator will co-supervise any staff or consultants that are required to support ongoing development activities.