

Senior Project Manager

PHNOM PENH
JOB DESCRIPTION

April 2024

We are ULS.
Nice to meet you.

ULS

ULS

Urban Living Solutions (ULS) is a growing real estate and lifestyle development company based in Phnom Penh, Cambodia. We target community-focused projects for the Cambodian middle class. ULS currently has 4 active, large mixed-use development projects in construction, 2 complete and 1 in planning.



Vision

Build community-focused solutions for the Cambodian emerging middle class.

Values

Community

Communities are formed on a foundation of trust, and we believe the built environment can facilitate the introductions, conversations, and daily interactions that connect people and help form deep relationships. Close communities build great cities and a stronger nation – this is ambitious, but that is what we want to do.

Accessibility

We are developing solutions for the bottom 90 percent of the population. Sure, there is more money to be made in the luxury market, but that is not us. We focus on using good design to create affordable solutions within the budget of the Kingdom's emerging middle class.

Transparency

We do not want to promise the world and fail to deliver. We believe in learning from our experiences – what works and what does not. We will share this with clients and we will be honest about feasibility and areas to improve.



About You

You as a candidate should be experienced and hard working- these are a given. Equally important is a dedication to integrity and the core values of Urban Living Solutions. You understand and will demonstrate through your work that project success is not only about the margin, but equally important is to assess: Did we deliver on accessible homes? Are real families moving in? Are we creating emotional connections for our customers to our products?



Job Description

Senior Project Manager

ULS is seeking a Senior Project Manager to oversee 1-2 individual real estate projects from concept to handover to ensure projects are delivered on time and on budget. This position is both managerial and technical, and candidates should bring years of first-hand real estate project expertise to this role in addition to demonstrating exceptional project management skills.

Specifically, this position will focus in the following areas, in order of priority:

Design & Construction Management

~40% of total work

- Develop project schedules and directly manage internal Project Assistants;
- Create and issue Request for Proposals (RFP's) for architectural, structural, MEP, and other consulting services;
- Oversee architectural, structural, and MEP design consultants during the design phase to ensure projects are delivered in line with ULS' vision;
- Directly manage tendering process for construction works in coordination with third-party quantity surveyors;
- Oversee value engineering of project designs prior to construction and award construction contracts to exceptional contractors;
- Serve as the key decision maker between all parties during the design, construction, and tender phases;
- Report weekly and monthly progress to the Project Development Director and all other relevant project stakeholders;
- Perform site visits to active construction sites and participate in weekly construction site meetings;
- Provide final quality assurance reviews to ensure project handover meets defined standards and expectations.

Legal & Operations

~20% of total work

- Organize consulting and construction contracts in coordination with third-party legal consultants and the Project Development Director;
- Confirm contract milestones outlined in contract agreements have been successfully achieved;
- Oversee and manage final assets during the operations and maintenance project phase;
- Initiate new legal entity incorporations for long-term operation management when requested by the Executive team.

Financial Oversight

~20% of total work

- Develop financial models in consultation with Managing Director, Project Development Director, and the internal Finance Team;
- Define preliminary costing and determine project budgets;
- Develop pricing strategy in consultation with the Managing Director, Project Development Director, and the internal Finance Team;
- Assist the internal Finance Team with project accounting and financial reporting tasks as necessary;
- Review and approve invoicing and issuance of payments to consultants and vendors in coordination with the internal Finance Team;
- Monitor and report financial performance of projects in addition to overseeing cash flow management.

Sales and Leasing Management

~10% of total work

- Coordinate with in-house Sales Team to develop sales strategies;
- Coordinate with Marketing and Communications Department on all relevant project marketing materials;
- Identify strategic retail operating partners and coordinate leasing and operating contracts;
- Ensure authorized sales agencies are selling on brand to correct target markets;
- Evaluate and monitor sales activities and profitability.

Project Development & Concept Design

~10% of total work

In general, “big picture” project ideation will be initiated and led by the Partners but depending on when the project is brought on, the Project Manager may participate in this process, or advise on other projects.

- Aid Company Partners on assessing overall project feasibility;
- Research target markets and develop understanding of micro-economic and macro-economic trends;
- Develop architectural and other consultant briefs;
- Oversee application process for construction permits and obtain a firm understanding of zoning restrictions;
- Advise Partners and Marketing & Communications department on project brand development;
- Develop firm knowledge of domestic real estate market behavior;
- Identify internal staffing needs and oversee recruitment process.

Education & Experience

This position is open to all nationalities, but preference will be given to Cambodian nationals.

- Bachelor's Degree in Construction Management, Project Management, Civil Engineering, or Real Estate Development or similar;
- Additional certifications such as PMP or PRINCE and/or LEED accreditations are appreciated;
- 10+ years of professional experience managing construction projects with preference for experience with projects over 10 floors;
- Strong organizational and time management skills, with an attention to detail;
- Advanced skills in Microsoft Project, Microsoft Office, Microsoft Word, and AutoCad;
- Autodesk certifications and/or experience with Building Information Modeling (BIM) is highly sought after;
- Experience with the LEED accreditation system or other green building accreditation systems is appreciated;
- Excellent written and verbal communication skills and well-developed presentation skills;
- Must be able to work in a fast-paced environment, have the ability to multi-task, and be eager to learn new skills;
- **Languages:** Fluent in English, competency in either Khmer or Chinese (Mandarin) preferred but not essential.

Other Details

Working hours: Up to 48 hours per week; primary work days are Monday to Friday with work outside of office hours required on occasions.

Location: Phnom Penh, Cambodia.

Reports to: This position reports to the Project Development Director.

Compensation: ULS is offering a competitive base salary commensurate with experience.

Benefits: This position comes with international medical coverage and unlimited holiday leave.

Application

Please email your CV and cover letter sharing your experiences to jobs@urbanlivingsolutions.com

Please use the subject line: **"I'm the Senior Project Manager you want to hire"**

Only shortlisted candidates will be contacted for interview.

Thank you.