

WE ARE LOOKING FOR A FULL-TIME ASSISTANT PROJECT MANAGER

WHO ARE YOU?

Do you think about possibilities and not limitations –
Why something CAN be done and not otherwise?

Can you juggle a hundred things at once and still not drop the ball?

Are you crazy about systems & processes?

Do you just love rolling up your sleeves and getting things done?

Do you breathe the property market and the construction industry?

SOUNDS LIKE YOU SO FAR? GREAT!

Because we're looking for a highly efficient and ultimate team player as our Assistant Project Manager who can support and deliver 4-6 "live" projects at any one time.

LET'S DIG A LITTLE DEEPER TO FIND OUT IF YOU'VE GOT WHAT WE'RE LOOKING FOR.

The Assistant Project Manager will fill a key role on the Beulah team by ensuring that our projects are continually driven forwards to achieve our time, quality and budget goals. Key responsibilities of the role will include:

- Working directly with and reporting to the Development Project Manager to support on all day-to-day tasks relating to project delivery
 - Working with the builders to ensure projects are delivered on time and in line with quality expectations
 - Coordinating various stakeholder, consultant and contractor meetings, correspondence and documentation
 - Compiling risk assessments and strategies for mitigation
 - Helping monitor and report on the overall development budget and expenditure for each project
 - Maintaining excellent relationships with all stakeholders including financiers, consultants, contractors, builders, regulators and acting as the point of contact for all day-to-day correspondence for project related queries
 - Ensuring compliance with relevant permits, legislation and contractual obligations
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WHAT ELSE DO YOU NEED TO HAVE?

YOUR STRENGTHS

We are looking for someone who:

- Focuses on hitting goals no matter the effort and hours required
- Has a supportive attitude and always ready to help others no matter how big or small the task
- Is a great communicator
- Is extremely efficient at time and work management.
- Has a can-do attitude and a positive outlook to new opportunities
- Has the ability to manage conflict and work through them
- Has a keen eye for detail
- Loves systems and processes
- Appreciates fine design, architecture and construction details
- Understands luxury lifestyle and consumer demand
- Is all about responsibility and accountability
- Is highly resourceful and able to solve problems as they arise

YOUR SKILLS & EXPERIENCE

In addition, we are looking for someone who has some proven track-record in the industry – someone who:

- Has had at least 4 years experience in project management, architecture, engineering or construction
 - Has demonstrated that s/he can thrive in a fast-paced working environment with a focus on excellence and professionalism
 - Has demonstrated an ability to work with business technology, systems and processes
 - A flair for design and background in boutique, high-end residential projects
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WE WANT TO HEAR FROM ASSISTANT PROJECT MANAGER THAT DO NOT WANT TO WORK FOR AN ORDINARY PROPERTY DEVELOPER.

WE CHALLENGE THE STATUS QUO, INNOVATE, AND MOST IMPORTANTLY; DELIVER EXCEPTIONAL QUALITY PROJECTS THAT ALIGN WITH THE COMMUNITIES THAT SURROUND THEM.

**IF THIS SOUNDS LIKE YOU AND
YOUR PERFECT ROLE, PLEASE GET
IN TOUCH WITH US TODAY.**

**SEND US YOUR CV & COVER LETTER IN PDF FORMAT OUTLINING
WHAT YOU THINK YOU CAN BRING TO THE TEAM TO:**

PEOPLE@BEULAHINTERNATIONAL.COM

WE HOPE TO HEAR FROM YOU SOON!