



PROJECT MANAGER – WESTERN PENNSYLVANIA

Are you seeking to help a neighborhood reach its highest potential through real estate development?

Tipping Point is searching for a project manager in western PA that has a strong interest in disrupting traditional ways of commercial real estate development.

We take on high impact, transformative projects for communities, property owners, non-profits, and innovative start-up companies.

In this role, you'll be directly responsible for ensuring the mission of the project is integrated into every detail, and tasks are properly executed among the full project team to reach a positive outcome. You will become the inspiration, motivator, and the person accountable for achieving success for our clients' projects and the Tipping Point brand.

Confidence, communication, organization, attention to detail and reliable, timely, and professional support to various clients are the keys to success in this role. You will oversee projects from beginning to end, so building relationships with all involved in the project will be crucial.

We want you to develop and grow your skills through exposure to a multitude of different tasks and challenges. Our overall success is a combined effort, and we strive to provide opportunities for our future team members to learn, grow, and achieve their own personal goals.

Desired Attributes:

- Experience in a project management role. Experience in architecture, engineering, construction, or real estate is a bonus.
- Proficiency in Microsoft Office (Excel, Word, Power Point).
- High energy and enthusiasm, with an entrepreneurial spirit.
- Strong commitment to exceeding client expectations.
- Authentically represent the Tipping Point core values:
 - o Teach
 - o Truth
 - o Transparency
 - o Transform
- Flexibility and openness to work on a variety of assignments and roles, simultaneously.
- Active listener and problem solver, able to adapt when timelines and priorities change.
- Meticulous organizational skills to catalog and easily retrieve project scopes, data, files, and invoices.
- Strong communication and interpersonal skills, displaying the ability to connect and build relationships with others throughout the life of a project and beyond.



- Independent judgement to plan, prioritize, and organize a diverse workload to ensure day-to-day operations run smoothly and efficiently.
- Ability and willingness to travel to project sites and clients' places of business.

Job Responsibilities:

- Perform site visits periodically for all projects throughout western PA territory which extends from Erie to the greater Pittsburgh area as far east as Johnstown. Travel to northern West Virginia may also be required.
- Actively manage third party professionals to ensure projects remain on schedule and within budget.
- Plan, organize and conduct regular meetings as necessary to ensure all members of the development team(s) are informed throughout the life of a project.
- Develop relationships, procure scopes of work and secure contracts with necessary vendors and subcontractors for each project.
- Monitor and organize project invoices to ensure they are in compliance with scopes and completed work by each vendor.
- Collaborate with architects, engineers, and contractors throughout the design and construction process to ensure on-time, on-budget project deliveries for clients and prospective tenants in building developments.
- Provide regular project updates to clients.
- Provide regular updates, photos and videos during important moments throughout the project process to Tipping Point's marketing team.

All experience levels and backgrounds are welcome to apply.

Compensation will be uniquely determined by the experience level of the applicant.

To learn more about Tipping Point, visit www.tippingpointdev.com

If you feel this role is a good fit for you, send a resume to createchange@tippingpointdev.com - with 'YOUR NAME – Western PA Project Management' in the subject line.