

# VECINO

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## CONSTRUCTION

Looking for Purpose and growth opportunities?

Have you built an excellent reputation and a proven track record within the construction industry for yourself?

Vecino Construction is in the process of hiring a **Construction Project Executive**. The job would bring financial opportunities. But we don't expect money to be enough of a pull to take a future Vecino Construction team member away from their current successes. We are hopeful, however, that what the Vecino Construction offers in terms of purpose, culture and direction may be.

You can check out our website and get a sense of us. But I think what you'd find in talking to any member of our company is that there is a universal why driving what we do. We're a group of people who decided together that we are in the business of making the world a better place, one community, one real estate development at a time. To make sure that doesn't become just a catch phrase, we also hold ourselves to what we call the gut check. That means if a Vecino Construction Project doesn't address a broader issue, impact a community, set an example, give back, and inspire everyone working on it with a greater sense of purpose, Vecino Construction won't do the deal.

As one might imagine, this has helped us attract a certain kind of person. Early on, we decided we only wanted to work with people we liked—genuine good human beings who could help us maintain a negativity free workplace. If kindness does not come naturally to you, Vecino is not your landing spot.

We have bricks and mortar offices in Springfield MO, Troy NY, Atlanta GA and Salt Lake City UT. This position will be in **Atlanta, GA**.

We believe in an Integrated Project Delivery approach and Partner with our own in-house Developers, Architects, Engineers, Creative and Interior Design teams to form the Vecino Group on all our projects. This model better allows us to produce the types of projects in line with our mission and is helpful with scaling and profitability.

We are an equal opportunity company and pride ourselves on attracting the best team members of all walks of life. We believe that our teams should represent the communities we do business in and this policy helps lead us in our success.

We take a collaborative approach to development, which allows construction to get involved from the very beginning of deals, lean into their strengths and focus on what they are best at. Our focus is Affordable housing, Student Housing, and Public Private Partnerships. We are now 70 employees in multiple states. Being a key part of a fully integrated development company with three nationwide lines of business could take your experience to the next level.

We have a unique culture and approach to Construction and Development that we would love to discuss with a qualified candidate. We are growing at a very accelerated rate and there is an opportunity at the Vecino Group we believe is worth exploring.

Ready to have a conversation?

**Please send resumes to [sharon@vecinogroup.com](mailto:sharon@vecinogroup.com)**

## CONSTRUCTION PROJECT EXECUTIVE

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REPORT TO                      President & Director of Construction  
REVISED                        11/27/2018  
REGIONAL OFFICE:            Atlanta GA – Southeast Region

### Roles & Responsibilities

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**Description:** The role of the Construction Project Executive is to represent the Construction department in your respective region through senior-level leadership from handoff of the projects from Preconstruction through completion. The responsibilities of the position are as follows:

- Operational oversight of all projects in the respective region
- Direct management of projects as required
- Administer monthly reconciliation of all projects in your region for cost forecasting, change management and schedule reviews and updates
- Develop expertise for specific regulatory requirements in your region and advise/participate in review of the requirements during the preconstruction phase
- Lead the preconstruction process during pre-development and SD stages to provide information as needed to establish and review project budgets
- Serve as construction department lead during Design Development to oversee through DD budget refinement, bidding/buyout and implementation
- Work with President of Construction and Ownership team to determine project execution plan.
- Work with President to identify staffing needs and recruit new hires
- Oversee review and maintenance of contractor database in SmartBid to ensure bid coverage in region
- Guide and support staff with assigned projects
- Assist in developing policies/procedures for the Construction department, making recommendations for new policies and required updates and maintenance of existing policies.

### Qualifications and Requirements

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- Bachelor's Degree or equivalent industry-specific experience
- Minimum 10 years' experience in industry
- Ability to work remotely from corporate office in a virtual environment and/or interact with others working remotely. Must be a self-starter with minimal supervision.
- Proficiency in Microsoft Office suite software.
- Proficient use of Procore software
- Adaptability for introduction and implementation of new software and systems/templates for operational improvement and efficiency
- Travel as needed
- High degree of customer service and communication skills. This position requires frequent communication with all project stakeholders with exchange of reliable information in a timely fashion.
- Requires high level of concentration and attention to prepare, analyze, and present complex technical and financial data to aid in key decision making
- Ability to operate standard office equipment and to maintain documentation and files for record retention and easy retrieval in a manner consistent with company standards and policies