

Charter Keck Cramer

Available Position: Project Manager



CHARTER.
KECK CRAMER

Job Title:
Project Manager

Reporting to:
National Executive Director

Position type:
Full Time

Location:
Level 19/8 Exhibition Street
Melbourne

Charter Keck Cramer is an Independent Strategic Property Advisory Firm, employing approximately 180 employees in its Melbourne and Sydney offices. The firm provides a wide range of property services across Advisory, Research, Valuations and Projects.

Position Overview

Charter is seeking to appoint a Project Manager to join its Project Management team in Melbourne. Reporting to the National Executive Director, this position will be responsible for independently managing projects to achieve agreed objectives.

Core Responsibilities include:

- Attend client briefings
- Prepare project schedules
- Manage tender processes
- Complete contract documentation including claims assessment
- Monitor and manage project deliverables
- Complete reporting requirements

Position Requirements:

- Degree qualified in Property, Construction or a related design discipline
- 3-5 years project management experience
- Experience in managing complex projects, ideally within a consulting or building environment
- Excellent interpersonal skills with a proven ability to build strong relationships
- Outstanding written and verbal communication skills
- Strong analytical and problem solving capabilities
- Ability to be flexible, adapt to changing requirements and manage expectations
- Disciplined and organised with a strong work ethic
- Strong attention to detail
- Commercially astute

This presents an opportunity to work in a diverse and stimulating environment. Interested applicants should forward a covering letter, addressing the position requirements, together with a Curriculum Vitae to hr@charterkc.com.au.

For further information about the Firm, please visit our website at www.charterkc.com.au.

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