

## Our Mission

To manage and develop properties that empower the communities we serve. Promoting excellence and an ethical, dynamic and rewarding work environment for our fellow employees, while creating value for our clients, partners and investors.

## Our Vision

A world where underserved communities have home-grown leadership, self-representation, safety and unprecedented opportunity and access.

## Our Brand

A proactive leader and socially conscious urban real estate brand that unites, empowers, and inspires communities to achieve their highest potential.

## Our Values

- We believe in leading by example and in delivering results with integrity, excellence, and urgency.
- We believe in working only on projects that are truly important and meaningful to us and the communities we serve.
- We believe that our greatest strength lies in our people, in their wellbeing and in their ongoing personal and professional development.
- We believe in having the honesty to admit when we are wrong and in the courage to change.
- We believe our community involvement enables us to actively live our company's values and communicate the spirit of our brand.

## Role Value Proposition

Led by a collaborative group of individuals who largely come from the communities we are proud to serve, over the past 30+ years, Primestor has led a culture that values the team over the individual. As an established pioneer in its space, Primestor's work ethic is very strong because we love what we do, and we are intimately in touch with the impact of our work. Situated in an open environment, every member of our team is part of that driving force of change and success. We have a progressive culture of inclusion and open-mindedness; open about how things are done while balancing a clear measurable goals culture and constantly adaptive approaches. We place a premium on personal autonomy, ideas, and cultural fit with a keen awareness of inclusivity, diversity, and sustainability.

## Assistant Project Manager

## Job Description

Based in the Los Angeles area, the Assistant Project Manager will report to the Project Manager(s), or as assigned by the Senior Project Manager. This person is responsible for the day-to-day project management of a development. Assisting in overall project planning and scheduling, resource allocation, budgeting and project accounting and control, while providing technical direction and insuring compliance with quality standards. The Assistant Project Manager's responsibilities span a broad spectrum, covering all the areas of project management like – Project Planning, Cost Management, Time Management, Quality Management, Budgeting inputs into Yardi, Monthly Reports, Yardi Reports, Project Scheduling, and Contract Administration. We are seeking a detail-oriented and highly analytical Project Administrator to support our construction team in overseeing projects from pre-construction through close-out. This role requires strong organizational capabilities, excellent communication skills, and sharp mathematical and analytical abilities to track budgets, evaluate costs, and maintain accurate project documentation. The ideal candidate thrives in a fast-paced environment, is proficient in construction documentation, and can support financial tracking and reporting at the project level

## Key Responsibilities

## Project Planning & Scheduling

- Assist in overall project planning, budgeting, and identification of resources needed.
- Ensure that development activities move according to predetermined schedule.
- Monitor the progress of construction activities or staff assigned to that function on a regular basis.
- Schedule, prepare for, and participate in construction meetings; document and follow up on action items.
- Periodically inspect development and construction sites.
- Support projects through the development life cycle by interfacing internally and externally as required to monitor and evaluate real-time performance and impacts.

## Budgeting, Cost Tracking & Financial Reporting

- Perform project accounting functions including managing the budget, tracking expenses, and minimizing exposure and risk.
- Track, review, and submit invoices, pay applications, budgets, and change orders.

- Maintain and issue updated cost tracking documents, logs, and forecasts.
- Coordinate with accounting to ensure timely payment processing and proper coding.
- Work with project managers to reconcile job cost reports and budgets.
- Assist in the preparation of monthly financial and cost reports for senior management.
- Provide organized and detailed inputs into Yardi for project agreements, contracts, change orders, and other commitments.

## **Contract & Document Administration**

- Organize and manage contract and consulting agreement templates.
- Generate contract templates and consolidate invoice documentation leveraging AI-assisted drafting.
- Ensure project documents are organized and archived properly in SharePoint.
- Maintain strict adherence to ethical standards.
- Format proposals, organizational charts, meeting agendas, and internal communications to professional standards.

## **Reporting & Communication**

- Create and issue Monthly Reports as needed.
- Contribute to the preparation of Investment Committee Decks, as needed.
- Communicate and share information consistently with all personnel and subcontractors.
- Organize and disseminate monthly reports.
- Organize meeting minutes for conformity to our template.
- Proactively facilitate scheduling, follow-ups, and coordination to support operational continuity.

## **Administrative & Operational Support**

- Provide administrative support to other departments as directed.
- Manage AI transcription services.
- Manage project software licenses.
- Organize and manage access for software and hardware components of the project.
- Maintain control of project digital storage software and digital archives.
- Maintain CRM data integrity and manage calendar coordination.
- Organize and update SOPs, knowledge bases, and operational documentation for easy access.
- Proactively facilitate scheduling, follow-ups, and coordination to support operational continuity.

## **Construction & selected Tenant Improvement Oversight**

- Support Tenant Improvement management for assigned projects.
- Help oversee minor property management tasks related to construction (e.g., signage, temporary facilities, etc.).
- Maintain strict adherence to budgetary guidelines, quality, and safety standards.
- Maintain project insurance requirements forms and templates.
- Collect and manage consultant and contractor insurance certificates to comply with project requirements.

## **Community Engagement & Site Support**

- Participate in community outreach and special events as needed.
- Travel to and from construction sites or field offices (2–3 days/week may be required).
- Public speaking will be required.

## **Qualifications**

- Bachelor's Degree preferred and three to ten years' experience in commercial real estate and development is preferred.
- Strong math skills; ability to work with percentages, ratios, budgets, and projections.
- Mastery of basic real estate terms and concepts such as net leases, gross leases, contracts, rents, percentage rents, operating expenses, capital expenditures, recovery of expenses, construction financing and waterfall structures.
- Familiarity with various real estate product classes with an emphasis on residential and retail products.
- Expertise in use of Microsoft Excel, Power Point, and other such applications.
- Highly organized with strong analytical skills and the capacity to self-motivate and work effectively within a team.
- Strong written and verbal communication skills.
- Candidate should be detail and solutions-oriented with a positive and professional attitude.
- Provide superior, cooperative, and excellent client interface and service.
- Contribute to the growth of the Company, and the quality of life of its team members.
- A willingness to enhance, cultivate and add meaning in your own professional and personal skills.
- The description noted above is not designed to cover all activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

## Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of the job, the employee is regularly required to use hands to handle objects or equipment; reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to; sit, climb or balance; stoop, kneel or crouch.
- The employee must regularly lift and/or move up to [10] pounds, frequently lift and/or move up to [15] pounds and occasionally lift and/or move up to [25] pounds. Specific vision abilities required for this job include the ability to adjust focus, as well as the ability to maintain close vision, distance vision, peripheral vision, and depth perception.

## Salary & Benefits

- Salary (\$100,000 to \$125,000+) depending on qualifications and experience.
  - The salary listed is an estimate and not guaranteed. A salary offer will vary based on applicant education, experience, skills, abilities, and alignment to market data.
- Healthcare, dental, and vision coverage per Employee Handbook.
- Mileage reimbursement at the federal rate.
- Travel – hotel, airfare, meals paid.
- Vacation.

Please email your resume to:  
[careers@primestor.com](mailto:careers@primestor.com)