9950 Jefferson Boulevard, Building 2
Culver City, CA 90232 USA

www.primestor.com
Tel: 213.223.5500

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.

Senior Project Manager, Retail Tenant Coordination

Department: Development
Reports to: Project Director
Location: Culver City, CA, with regular on-site presence in Norwalk, CA

About the Role

Primestor is seeking a seasoned Senior Project Manager, Retail Tenant Coordination to own tenant delivery for the retail component of a large-scale, ground-up mixed-use development in Norwalk, CA. This is a leadership role: you will be accountable for every retail tenant from Letter of Intent through store opening and closeout, and you will direct the consultants, contractors and internal partners who get them there.

The position sits within Primestor's Development Department, which is responsible for the successful design, planning and execution of all of the company's development opportunities. Primestor has a development pipeline of more than $1 billion and a real estate portfolio valued at more than $800 million, covering over 2.5 million square feet across California, Nevada, Arizona and Texas.

You will lead complex build-to-suits for a grocery anchor, restaurants and other retail users, and manage the full Tenant Coordination process, including Landlord's Work, Work Letters and tenant construction. You will serve as Primestor's primary point of contact with tenants on design and construction, working closely with Leasing, Development, Asset Management and the base building general contractor.

What You'll Own

Deal Support & Lease Negotiation

- Estimate Landlord's Work and TI costs to inform LOI terms, and advise Leasing on the construction implications of proposed deals.
- Draft and negotiate Work Letters, construction exhibits and delivery conditions in partnership with the Leasing Department.
- Establish and maintain a tenant obligations tracker covering delivery dates, allowances, opening deadlines and rent commencement triggers.

Design & Entitlement

- Lead tenant design coordination from test fits through construction documents, keeping tenant requirements aligned with base building design.
- Review and approve tenant improvement, storefront and signage plans for compliance with lease requirements and tenant design criteria.
- Manage plan check and permitting for Landlord's Work, and track tenant permits to protect opening dates.

Preconstruction & Construction

- Set and manage budgets and schedules for Landlord's Work and build-to-suits, reporting variances and risks early.
- Procure, contract and direct design consultants and contractors for Landlord's Work.
- Integrate tenant work with the base building schedule, including turnover sequencing, site access, utilities and logistics.
- Inspect Landlord's Work and tenant construction for compliance with leases, plans and life safety requirements.
- Approve change orders and pay applications, and administer TI allowance disbursements within established authority.

Opening & Closeout

- Drive each tenant to opening day, including final inspections, certificates of occupancy and turnover.
- Enforce lease closeout requirements, including as-builts, lien releases, warranties and insurance, and complete closeout of Landlord's Work.

Leadership & Reporting

- Lead regular Tenant Coordination meetings with tenants, clients and project teams.
- Report tenant status, budget, schedule and risk to Primestor leadership and project partners.
- Build the standards, templates and processes Primestor will use for tenant coordination on future projects.

What Success Looks Like

- Tenants open on time, and lease delivery dates are met.
- Landlord's Work is delivered within budget, with allowance and change order exposure controlled.
- Tenant construction advances without delaying the base building or neighboring tenants.
- Tenants and Leasing see this role as the reliable owner of the construction side of every deal.

What You Bring

Required

- 7–10 years of experience in commercial real estate, construction management or a related field, including at least 5 years in retail tenant coordination or retail construction management.

- Hands-on experience managing build-to-suit or Landlord's Work projects from design through opening.
- Ability to read construction drawings and interpret lease construction provisions and Work Letters.
- Working knowledge of Southern California plan check, permitting and inspection processes.
- Experience managing budgets, schedules and contracts for consultants and contractors.
- Proficiency in Excel, Microsoft Project (or equivalent) and the Microsoft Office suite.
- Valid California driver's license and reliable transportation.

Strongly Preferred

- Experience with ground-up retail or mixed-use development, ideally including a grocery anchor and/or restaurants.
- Bachelor's degree in Construction Management, Architecture, Engineering, Real Estate or a related field, or equivalent experience.
- Experience with Procore, Smartsheet, Bluebeam or similar tools.

Who You Are

- A clear, confident communicator who can hold a tenant, a contractor or a colleague accountable when the schedule depends on it.
- Steady under shifting priorities and organized enough to keep many tenants moving at once.
- Committed to Primestor's mission and to the communities our projects serve.

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 this job, the employee is frequently required to sit, use hands to handle objects or equipment, reach with hands and arms, talk and hear. The employee is regularly required to stand and walk, including during site inspections, and is occasionally required to climb ladders and stairs, balance, stoop, kneel or crouch.

This role includes regular work on active construction sites, which may involve uneven terrain, ladders, dust, noise and changing weather conditions, and requires the use of personal protective equipment.

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 close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Benefits

- Medical, dental and vision coverage
- Vacation, Sick and holidays
- Mileage reimbursement at the federal rate

Salary

- $130,000–$165,000, depending on qualifications and experience. The final offer will be based on education, experience, skills and alignment to market data.

Please email your resume to:
careers@primestor.com
with the subject line “Senior PM, Retail Tenant Coordination”