

## Junior Project Manager Real Estate Developments

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### ***How to apply?***

Please send your motivation and resume in English to Wouter de Vries, HR Business Partner ([wdevries@prologis.com](mailto:wdevries@prologis.com)) or apply through the [Prologis Job Page](#).

Department: Project Management Benelux  
Location: European Headquarters, Amsterdam, the Netherlands  
Reports to: Vice President Project Management Benelux

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Prologis has created a new position, the **Junior Project Manager Real Estate Developments** due to their growing portfolio. We are looking to appoint a motivated junior for this role based in Amsterdam.

Prologis is offering a unique opportunity for a recent Construction/Real Estate graduate who sees their future in an international business. You will be based in Amsterdam working in the Benelux team, liaising with all departments in our European Headquarters.

The focus of this role is managing the construction process of Logistic Real Estate developments ranging from 10.000 to 100.000 square meters. The **Junior Project Manager Real Estate Developments** is responsible for the overall coordination, implementation, execution, control and completion of various levels of construction projects within the logistical development sector. In addition, the candidate must have the ability to interact with all levels of management to ensure the success of project from start to completion including securing the business.

You will work in close collaboration with the Market Officers, Leasing, Investment Services and Property Management teams to fully understand a broad scope of the real estate business. You will receive high quality supervision and mentoring in this role to help you grow into a real estate professional.

### **Main Tasks and Responsibilities**

- Coordination of construction projects under the supervision of the VP Project Management Benelux.
- Support Market Officers within their day-to-day (customer facing) tasks from a technical point of view, e.g. analyzing incoming offers, accompany client meetings and giving advice and recommendations on technical topics.
- Participate in the design process of new projects providing budget, schedule and constructability input. Take accountability for quality, time and budget control for overall project delivery.
- Coordination of tenant improvements works within new properties Coordination of refurbishment, tenant improvements and upgrade works within existing properties
- Monitor construction cost changes to control budgets and discipline within team.
- Engage, direct and manage engineering consultants, architects, construction companies and other project participants as needed to complete projects within time and budget as well as the desired quality.
- Review and interpret plans, specifications and further project documents.
- Prepare vendor requests for proposals (tenders), analyze/align bids and make award recommendation. Negotiate and prepare construction and consultant contracts.
- Provide day-to-day management, technical direction, supervision and coordination of facilities and construction activities.

- Perform regular on-site monitoring and quality control function; manage and resolve punch lists and potential issues and problems.
- Review and track project invoices to ensure invoice amount aligns with adjusted contract value and work completed to date.
- Develop, manage and update project schedule incorporating all phases of the project cycle.
- Manage multiple projects in various phases in various locations at any given time.
- Create and manage detailed project budgets. This includes tracking budget reallocations, change orders, commitments, expenditures, forecasts and analysis on a regular basis.
- Set up building permit request and manage all involved parties (authorities, consultants and engineers)
- Report project status regularly to the Management.

### Qualifications and experience

- Great interest in project management in development, and/or general contracting, consulting, construction management
- Bachelor's Degree (or HBO) in Engineering, Construction Management or Architecture
- Theoretical knowledge of project management process and building process
- Basic understanding of building law and administrative matters concerning the design and conduct of the project from the developer/investor
- Ability to work close with investors, clients, project managers, site supervisors, general contractors, planners and subcontractors
- Interest in development acquisition and disposition processes
- Excellent command of English; able to read, write and negotiate contractual documents
- Basic understanding of construction management, variation control, cost tracking, quality control, tendering, budgeting and permitting process
- Willingness to travel unrestricted within the Benelux

### Offered

- Excellent and competitive remuneration package for the right candidate
- Dynamic and highly professional international work environment
- Great possibilities for personal growth and development
- The role provides a unique opportunity to join a leading Pan European team and gain firsthand knowledge in multiple markets

### Competences

- **Self-sufficient:** ability to perform independently with minimal supervision and as a part of the team
- **Result-orientated:** ability to effectively delegate while maintaining forward motion on key deliverables
- **Relationship management:** ability to build and maintain strong internal and external relationships in a matrixed organization
- **Commercial attitude:** ability to help company secure business and retain clients
- **Flexibility:** ability to handle a diverse range of competing requests from the business at any one time, whilst delivering high quality results
- **Negotiating skills:** Ability to demonstrate strong negotiation skills with third parties with the objective to achieve the best result for Prologis with regard to quality, service and cost and with the aim to building long lasting relationships with these third parties
- **Problem-solving skills:** ability to make good and quick problem analyses, is creative in developing a solution and ensures the involvement and commitment of other relevant parties.



## About Prologis

*Prologis operates the world's largest and most diverse portfolio of industrial distribution facilities. Totalling more than 600 million square feet (55.7 million square meters), the company's portfolio comprises High Throughput Distribution (HTD®) facilities—industrial properties built for speed located near key seaports, airports and major freeway interchanges. By focusing on strategic global and regional markets, we help customers maximize the efficiency of their distribution, logistics and light manufacturing. In addition to high-quality facilities, our land holdings and our development expertise enable us to offer customers complete supply chain solutions. If the right facility doesn't already exist, we can design and build it on a prime location, optimized to fit a customer's distribution strategy.*

## Prologis Values

Listed below are the Prologis Values with supporting behavioral descriptors. Employees should demonstrate the following behaviors in their interactions with others, whether directly related to corporate and/or department goals, on project teams, work teams or on day-to-day work activities.

**I** **Integrity** is the cornerstone of every action we take. Our word is our bond. We strive to demonstrate a consistency of character that is transparent, genuine, trustworthy and respectful.

**M** **Mentorship.** The quality of our people is the key to our success. Through **mentorship**, we pass on our institutional knowledge, develop our talent pool and create a sustainable and learning enterprise.

**P** **Passion.** We are **passionate** about our work. We are committed to going above and beyond what is expected of us. Decisive, nimble and results-driven, we endeavor to be thoughtful and thorough in everything that we do.

**A** **Accountable.** We are all **accountable** to each other, our customers and our investors. Individual accountability is critical to achieving the overall goals and objectives of the company.

**C** **Courage.** We live in a constantly changing world. What was good enough yesterday will not be enough tomorrow. We embrace change and we have the **courage** to take calculated risks to exceed our business objectives.

**T** **Teamwork.** We are one **team**. We believe that our collaborative culture provides a competitive advantage. We communicate openly with each other and value diversity in perspectives and opinion.