



JOB TITLE
PROJECT MANAGER

WORK LOCATION
Central Florida Area / Project based travel

POSITION INFORMATION
Full-time salaried position; rate dependent upon education and experience

SCHEDULE
Monday – Friday 8:00am – 5:00pm
May be required to work evenings and weekends, as needed, based on the project.

GENERAL JOB DESCRIPTION
Management level position responsible for overall project management of medium to high-risk projects from project initiation (blue sky) through occupancy and close out. Leads and manages all aspects of the project including budget, schedule, design coordination, procurement, execution, and delivery, while interfacing with project team members. Project team members include internal teams, external engineering teams, and technical consultants. Reports to Senior PM and Executives as required.

RESPONSIBILITIES

- Sets strategic direction for project
- Works with Assistant PM/project coordinator to set up project controls including project reporting templates, budget and schedule.
- Responsible for drafting/generating/defining scopes of work, estimates, schedules, budgets, Requests for Proposals (RFP), contracts, procurement planning, buyout, close out, occupancy, and warranty.
- Works with Assistant PM/project coordinator to develop AOA project specific program book.
- Manages project commitments established by pro forma and owner's project requirements.
- Day-to-day decision-making responsibilities with the ability to properly elevate issues to senior management or client for direction.
- Prepares and presents monthly project status reports to senior management and ownership with accountability
- Manages all aspects of the design and construction process while working with external design and engineering consultants
- Acts as primary driving force for the project with extensive experience in problem solving and conflict resolution
- Manages relationships with owner/operator/consultants and is the primary representative for AOA
- Responsible for management of direct reports to include performance reviews and training of assistant PM and project coordinators.
- Familiarity with project owner funding scenarios including coordinating requests for capital authorization, cash flow analysis and projections.
- Reports to AOA Senior Managers
- Ensures adherence to AOA policies and procedures

QUALIFICATIONS

- Minimum 5-7 years of experience in project management and/or concurrent field related construction experience.
- Four-year degree in Construction Management, Engineering, Architecture or related technical/ business field.
- Proficient in Microsoft Office Suite including Microsoft Project, document management systems, document editing with Blue Beam or Acrobat Professional.
- Experience using software such as (P-6, MS Project, Excel, Word, CADD)



- Experience in the contract administration process, including: Request for Proposal (RFP) drafting, contract drafting and negotiations, generating scopes of work, solicitation and buyout of general contractors, architectural firms, specialty vendors, and subcontractors, including an understanding of professional fees
- Experience working with multiple project delivery methods such as design-build, cost plus, lump sum, design-bid-build, etc.
- Experience with and proven understanding of scheduling, estimating, budgeting, and quality controls.
- Proven experience managing themed entertainment projects.
- Proven experience managing hotel development projects, specifically hotel renovation projects, and ground up.
- Proven experience managing the project development process and documentation (shop drawings, document control, punch lists)
- Strong MEP skills.
- Ability to understand the needs of the client and to manage relationships between the owner/operator.
- Ability to comfortably and effectively communicate, both verbally in presentation and conversation, and written in correspondence to project team, vendors, consultants, and AOA partners.
- Ability to give direction, adapt to change, establish relationships, and work in a team environment
- Willingness to travel

REPORTING RELATIONSHIPS:

- Primary: Senior Project Manager, AOA Executives
- Personnel under Leadership: Associate Project Manager/Project Coordinator/Admin Support

AOA COMPANY INFORMATION

Why you should work for AOA

At AOA, we take our work seriously, which is why we really like to have fun with our team members and live up to being one of the Best Places to Work in Orlando. We are committed to monthly Team Celebrations (such as happy hours, lunches, cookouts), admission to special industry sponsored events, an AOA Holiday Party in December, AOA Kids Camp at the office, team entries fees for local race events, reimbursement for athletic wear and classes, and AOA swag for our employees. We also offer commuter benefits, paid time off (vacation, sick leave, bereavement, and jury duty), health care and long-term disability benefits, 401K retirement benefits, paid maternity leave, cell phone allowance, and a continuing education reimbursement.

AOA Vision

To dream, create, and build global experiences of a lifetime.

AOA Mission

To create and build innovative and transformative experiences that astonish and exceed expectations.

At AOA, it is our expectation that all employees embrace and uphold our Company Values:

Communication – Be open, authentic, approachable, timely, and purposeful in everything that we do.

- **Respect** - Respect should be given across the board.
- **Transparency** - Transparency is key in the development of trust between parties and is essential in communicating with honesty.
- **Professionalism** - Professionalism truly lies in the individual's sense of responsibility to client, team, and projects.

Quality– Deliver every project knowing we did our best.

- **Innovation** – Continuously think outside the box and never be complacent.
- **Exceed Expectations** – Go beyond what our client needs.
- **Repeat Business** – Ensure our clients know they can trust us every step of the way to go above and beyond.



Leadership - Empower everyone to do the right things, not just do things right.

- Integrity – Have courage and confidence to do the right thing and inspire others to do the same.
- Problem Solvers – Don't be intimidated by challenges. Be creative, effective, and efficient to get the job done.
- Financially Responsible – Manage money in a way that is productive and in the best interest of the client and company.

Teamwork - Work collaboratively to create an environment where trust, honesty, and integrity is most important.

- AOA Family & Community – Be a good human and take care of one another.
- Diversity – Promote diversity of thought, people, and culture.
- Inclusion – Make everyone feel that they are valued and respected.

Balance - Be present at work and at life.

- Quality of Life - Happiness matters.
- Embrace the moment. - Give life your all and find the fun.
- Wellness - Devote time to physical and mental well-being.