



## JOB OPPORTUNITY

### **Position: Associate Director of Construction – Flex Industrial Team – Charlotte, NC**

**The Development Associate** will report directly to the Senior Vice President of Leasing and will play a key role in the execution of Greenberg Gibbons' Flex Industrial business. This multi-faceted role will perform a variety of functions that support fitting out tenant space and completing shell construction of new projects. This individual will be responsible for managing all aspects of interior fitouts for new tenants and will coordinate with the SVP of Leasing to ensure that the costs, scope, and timing support each tenant's requirements. Additionally, this individual will assist the Vice President of Development in delivering new projects throughout North and South Carolina.

### **Key Responsibilities:**

#### Interior Fitout Responsibilities:

- Assist SVP of Leasing in all efforts related to tenant fitouts
- Meet with space planners, architects, and tenants to develop interior improvement plans
- Review and approve all plans to ensure the future utility and costs of interior improvements
- Prepare budgets and lead pricing efforts for interior improvement scopes
- Interview, select, and develop relationships with all contractors
- Work with municipalities or government officials, when necessary, to obtain permits
- Manage the fitout process to ensure high-quality work is completed on-time and within budget
- Communicate with tenants throughout to ensure they are comfortable with scope and timing
- Authorize payment and reconciliation of fitout work
- Follow-up with tenants after occupancy to ensure all punch-list items are completed and tenant satisfaction

#### Development Responsibilities:

- Assist VP of Development in tracking and reporting project progress
- Familiarize yourself with the design and specifics of GGP's flex product
- Conduct site visits to ongoing and prospective projects
- Support the flex industrial team in evaluating and underwriting potential projects

### **Qualifications and Requirements:**

- Desire to work in a fast-paced, high-growth, entrepreneurial environment with strong organizational skills and ability to grow quickly
- Can-do attitude, high-character, integrity, and professionalism and operates with the highest ethical standard
- Strong critical thinking, verbal, writing and reading comprehension skills
- Prior experience in commercial real estate construction
- Capable of staying organized while prioritizing and managing multiple projects simultaneously
- Ability to interface and communicate effectively with contractors, vendors and senior management



GREENBERG GIBBONS  
PROPERTIES

---

2077 Somerville Road • Suite 310 • Annapolis, MD 21401 • 410.559.2500 • [www.ggcommercial.com](http://www.ggcommercial.com)

- Strong attention to detail
- Understanding of construction sequencing and critical path analysis

## **Company: Greenberg Gibbons Properties, Leader in Flex Industrial Development**

Greenberg Gibbons Properties (GGP) is a privately held, Annapolis-based Commercial Real Estate Company. GGP is focused on delivering an institutional-grade portfolio of Class A Flex Industrial business parks throughout the Southeastern United States. GGP has an additional office in Charlotte, NC to accommodate the high-growth status of the firm's construction / development pipeline in the Carolinas. The company is committed to continued growth through acquisitions, joint ventures, development, and re-development. GGP's parent company, Greenberg Gibbons Commercial, was founded 53 years ago and is one of the largest private real estate companies in the Mid-Atlantic Region with over \$1B in retail/mixed-use oriented assets and has developed over 12M Square Feet of Commercial Real Estate.

### **For more information visit:**

Industrial Team [www.GreenbergGibbonsProperties.com](http://www.GreenbergGibbonsProperties.com)

Retail Mixed-Use Team [www.GGCommercial.com](http://www.GGCommercial.com)

---

Qualified candidates may send cover letter, resume and salary requirements in MS Word format to:  
**Alex Laperouse, President at: [ALaperouse@GGCommercial.com](mailto:ALaperouse@GGCommercial.com)**