

Job Title: Pre-Construction Project Manager

Location: Prishtina, Kosova

Company Overview:

Spaxel is a leading owner, operator, and developer of multifamily housing, committed to providing high-quality living experiences for residents. Our centralized teams support operations across a portfolio of multifamily residential properties, ensuring excellence and efficiency in design, construction, and execution.

Position Summary:

We are seeking a **Pre-Construction Project Manager** to join our team, specifically supporting one of our third-party client accounts—a **large institutional New York City-based multifamily and mixed-use developer**. This role is embedded within the client's pre-construction department and supports 2–3 active projects through the complete pre-construction lifecycle, from conceptual design through permitting and budgeting.

The Pre-Construction PM supports day-to-day execution of each project's pre-construction process: design reviews, agency and permitting pipeline, cost estimating, and coordinating a wide range of internal stakeholders and external consultants. This person must be able to read and interpret construction documents, communicate effectively with internal stakeholders and external consultants, and keep complex, multi-track projects moving forward on schedule.

Key Responsibilities:

Design Coordination & Permitting

- Lead internal design reviews at each milestone (SD, DD, CD)—coordinating sessions with internal reviewers and external consultants, and ensuring cross-departmental input from construction, property management, development, and retail teams.
- Own the comment/response cycle: distribute drawing sets, collect and track stakeholder feedback, and hold design teams accountable for resolving comments before the next phase.
- Review drawings for constructability, code compliance, and alignment with project goals; flag issues early to avoid costly redesign downstream.
- Manage the agency submission and approval pipeline across NYC regulatory bodies, tracking the critical path from project kick-off to New Building permit.
- Maintain the pre-construction checklist and milestone tracker, ensuring all items are current and risks are surfaced proactively.

Cost Estimating & Budget Oversight

- Coordinate with the estimating team to produce take-offs and cost estimates at each design phase—distributing drawings, managing turnaround timelines, compiling results, and reconciling against project budgets.

- Track subcontractor budget proposals and bid leveling; ensure scope alignment across all trades.
- Provide input during Value Engineering discussions to protect design intent while meeting budget targets.

Stakeholder Management & Reporting

- Support consultant procurement—soliciting proposals, evaluating qualifications, tracking contracts, and overseeing onboarding across all disciplines.
- Participate in design and coordination calls and serve as a key point of contact between the pre-construction group and external consultants on day-to-day project matters.
- Develop and maintain project schedules covering design milestones, agency submissions, estimating deliverables, and procurement timelines.
- Produce regular status reports and identify schedule risks early, recommending mitigation strategies before they impact downstream activities.

Qualifications & Skills:

Required

- Degree in Architecture, Engineering (Civil, Structural, or related), or Construction Management.
- 5–10 years of experience in pre-construction, project management, or a related role in commercial or residential development.
- Demonstrated ability to manage multiple complex projects simultaneously.
- Strong ability to read and interpret architectural, structural, and MEP drawings.
- Proficiency with project management platforms (monday.com, Procore, or similar).
- Excellent written and verbal communication skills in English—able to lead client-facing calls, draft clear status reports, and drive accountability across teams.
- Highly organized with proven ability to manage dozens of concurrent workstreams without losing track of details.

Preferred Background (Not Required)

- Experience using AI-powered tools for project tracking, reporting, or workflow optimization.
- Familiarity with cost estimating tools (PlanSwift, ConstructConnect, Stack, or similar).
- Understanding of construction scheduling principles (CPM logic, Gantt charts, milestone-based tracking).
- Experience with Bluebeam for document review and markup.
- Direct experience on NYC ground-up multifamily, affordable housing, or mixed-use development projects.
- Working knowledge of NYC agency processes, permitting requirements, and regulatory frameworks.

- Prior experience in a remote or embedded staffing model supporting a client team.

Why Join Us:

- Work with a fast-growing real estate company on high-profile NYC development projects.
 - Potential opportunities for business travel to the U.S., depending on performance and organizational needs.
 - Play a critical role in the entire pre-construction process end-to-end; design coordination, permitting, estimating, and stakeholder management.
 - Career growth potential within the construction management and development industry.
 - Competitive salary and benefits package.
 - Professional development opportunities.
 - **Schedule:** Monday–Thursday from **2:30 PM to 11:00 PM**. After the first three months, employees are eligible to work remotely on Fridays from **12:30 PM to 9:00 PM**.
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How to Apply:

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 13.04.2026