INTERNSHIP/JOB OPPORTUNITY

Posting ID: E031116
Company: Toll Brothers
Job Title: Assistant Project Manager
Position Type: Full-Time
College Major(s): CEM and CEE

Company Website: www.tollcareercenter.com
Work Location: Las Vegas, NV
Salary: N/A
College Level(s): Undergrad-Senior and Graduates

OVERVIEW
We’re seeking the best and the brightest college graduates for future opportunities to join our company’s most intensive training program – our Assistant Project Management (APM) Training Program. APM training is the starting point for most project managers at Toll Brothers, where trainees are immersed in 12 months of training, gaining hands-on experience in all facets of real estate development:

- Project Management
- Finance/Profit & Loss
- Construction Management
- Land Acquisition & Development
- Quality Control
- Land Approval & Entitlements
- Sales & Marketing
- Personnel Management & Leadership

This training program covers five major real estate disciplines:

**Construction**
- Scheduling & Ordering
- Architecture Dept. Operations & Support
- Reporting
- Customer Relations
- Basic Construction Knowledge
- Permitting/Municipality Relations
- Manufacturing Plant Operations
- Managing Subcontractors

**Finance & Reporting**
- Purchasing/Contracting
- Bookkeeping
- Profit & Loss
- Cost Control System

**Sales & Marketing**
- Toll Sales Operations
- Competitors
- Sales Techniques
- Community Relations
- Conveyancing Operations
- Reporting
- Customer Relations
- Broker Relations
- Marketing/Advertising

**Land**
- Acquisition
- Surveying
- Approvals
- Dedicating
- Site Improvements
- Improvements to Municipalities

**Management, Motivational & Leadership Skills**
- Motivating/Leading
- Hiring/Termination
- Recruiting
• Employee Retention

Roles and Responsibilities
Job Description Summary:
1. Open Projects
   • Hire and supervise the Construction Manager and the construction crew
   • Negotiate all contracts with subcontractors and suppliers
   • Assist in the design and building of the model park
   • Work with the Project Manager and Marketing Department in designing sales and marketing programs and model merchandising
   • Learn all cost control procedures

2. Oversee all aspects of ongoing construction
   • Control the rate and quality of production
   • Supervise the Construction Manager who has direct daily control of construction on project
   • Set up and monitor the construction schedule with the Construction Manager

3. Customer Relations
   • Oversee customer service after settlement
   • Represent Toll Brothers at Homeowner’s Association meetings

4. Township Communication
   • Attend township meetings
   • Communicate with township officials on all matters that may affect the project
   • Obtain all approvals, building permits, occupancy certificates, etc.

5. Marketing
   • Assist in the hiring and directing of on-site sales staff
   • Coordinate the construction process with the Sales Manager
   • Maintain awareness of the local market
   • Direct placement and content of advertising
   • Learn how house prices, option prices, and lot premiums are set
   • Work with buyers to handle customization and technical questions

Qualifications and Education
We actively recruit from these undergraduate and graduate programs, as well as other Real Estate and Finance-related programs:

• Architecture
• Business Administration
• Construction Management
• Civil Engineering
• Land Development
• Real Estate
• Urban Planning

Where to apply
Please send your resumes to: afreitas@tollbrothersinc.com