

# Project Manager – Corporate Real Estate (12 Months)

HSBC Operations, Services and Technology (HOST)

Closing date: 26 June 2018

## Some Careers Open More Doors than Others

HSBC Bank Bermuda Limited is seeking a highly motivated individual with corporate real estate (CRE) experience. The Project Manager - CRE function is accountable for the management and execution of assigned projects to achieve defined scope, complete on time and within budget. The incumbent is also responsible for managing the project team members, scheduling and budget control, change control, issue resolution and vendor contacts and contracts.

### Major responsibilities

- Manages pre-project initiation phases of design development, input into business case and the terms of reference, budget preparation, identifying and securing all project resources, scheduling and budget control, change control, reporting and issue resolution and execution through to the post-implementation review
- Manages project-related vendor contact and contracts in consultation with the purchasing department
- Responsible for managing the project team members, and directing Consultants and Contractors
- Establishes and maintains strong contact with project stakeholders, especially the project sponsor, and oversees and ensures informed stakeholder sign-off / acceptance of all project deliverables

### Minimum qualifications

- University Degree or equivalent experience with five years project management experience
- Fundamental understanding of construction methodologies, materials and scheduling
- Experience in project estimating, change order management and job cost control
- Possess excellent communication skills, both verbal and written, with ability to build relationships by communicating, influencing and negotiating effectively at all levels across the organization
- Strong awareness and understanding of internal controls and operational risk environment
- Strong organisational, planning and management skills with a high level of personal drive and motivation to ensure delivery of a broad range of outputs simultaneously across HSBC

Interested applicants are invited to apply by sending a completed employment application and your résumé and cover letter to:

**Email:**  
recruitment.dept@hsbc.bm

**Fax:** 279-5826

Recruitment Department,  
Human Resources, HSBC  
Bank Bermuda Limited, 37  
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at [www.hsbc.bm](http://www.hsbc.bm). All enquiries will be held in strict confidence.

**You'll achieve more when you join HSBC.**  
**[www.hsbc.com/careers](http://www.hsbc.com/careers)**

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