



Zoning Services Project Manager (Boston, MA)

AEI Consultants is currently looking for a full-time entry level Zoning Services Project Manager to perform various planning/zoning and municipal compliance due diligence projects focused on commercial real estate (80%). Responsibilities include:

- Property zoning analysis for various real estate transactions throughout the country.
- Project Managers are expected to analyze a property's use and improvements against the existing zoning maps and codes, and create reports based on the findings.
- Municipal compliance review
- FOIA (Freedom of Information Act) submission to Local/County/State Agencies

Position will also include environmental site assessment analysis (20%), Responsibilities of which include:

- Environmental reviews
- State and federal regulatory program file reviews
- Field investigations
- Basic understanding of commercial real estate lending and finance
- Performance of environmental due diligence projects will be required, potentially under the supervision of an Environmental Professional depending on the candidate's years of experience.

Qualifications:

We are seeking a professional, dedicated, enthusiastic addition to a collaborative office environment with the following experience, skills and attributes:

- Experience (0-3 years) performing planning/zoning due diligence projects, such as Zoning Analysis Reports
- Bachelor's degree in City and Regional Planning/Urban Affairs or environmental sciences preferred.
- Extensive knowledge and experience in assessing various property types
- Excellent writing skills are a MUST
- Be extremely organized and have great time management and multi-tasking skills
- Personable and able to communicate with people at all levels
- Must be a self-starter, resourceful, and have the ability to work productively on multiple projects at a time under strict deadlines with guidance from senior staff
- Experience with Housing and Urban Development (HUD)
- Proficiency with Microsoft Office, Adobe Acrobat, and Corel DRAW a plus
- Experience with managing various vendors and subcontractors a plus
- Bidding and project cost estimation a plus
- Willingness to travel if necessary



AEI Consultants is an employee-owned international consulting firm that provides comprehensive services to commercial lenders, property owners, managers, tenants, and developers, industries, institutions, government agencies, and insurers, including many Fortune 500 companies. These services include environmental, property and facility assessments, zoning and energy consulting, site investigation and remediation, industrial hygiene, and construction risk management. Founded in 1992, AEI is based in the San Francisco Bay Area with offices across the United States and Europe. For more information about AEI Consultants, or to find an office near you, visit www.aeiconsultants.com.