



JOB TITLE: Sr. Director of Café Properties

LOCATION: Corporate- Orlando, FL

Posted: September, 2007

SUMMARY:

Oversee all cafe construction and project management including contract management, contractor supervision, design coordination, schedule and budget management. This is for all cafe builds, relocations, renovations and regular preventive maintenance programs.

RESPONSIBILITIES:

Project Development

Take complete ownership of assigned projects & serve as the primary point of contact for all project related issues.

Ensure that all projects are developed in accordance with pro-forma requirements & are constructed within specific budgets & schedules.

Develop bid & procurement strategies for all owner buy-out items.

Provide detailed communication to all project parties & senior management in a timely manner

Develop strategies to reduce project costs.

Develop detailed scopes of work & contractors to ensure maximum clarity between respective responsibilities.

Contract administration

Conduct complete bidding process for all work, including preparation of detailed RFPs, pre-qualifications & bid comparisons.

Over see contract compliance

Document all agreements & conversations with contractors

Uphold the company's standards of excellence to the company's specifications & details

Implementation

Coordinate with other in-house departments such as operations, culinary, & marketing to ensure the end user requirements are incorporated in all projects.

Oversee construction in the field to resolve conflicts & ensure contractual compliance.

Develop detailed project close-out documentation & post mortems.

REQUIREMENTS:

10 years construction/project management in the restaurant industry; retail experience a plus.

Architecture experience

Facilities management

Strong decision making skills with ability to identify and generate well-formed ideas

Ability to collect market data & resources, prepare business recommendations in an articulate & detailed manner

Have an established network within the construction field in key categories such as developers, designers, & hospitality contacts.

Must possess strong communication and listening skills, excellent speaking, reading and writing.

Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas.

Ability to effectively present information in one-on-one and small group situations to customers, with clients, and other employees of the organization.

Multiple language abilities a plus, fluency in English required.

SALARY:

\$110K - \$140K base salary, 60% bonus

Consultant: David Ulrich

Direct: (813) 948-9069 Voice: (888) 875-9993 x104

Email: david.ulrich@dickwray.com

Dick Wray shall provide equal employment opportunity to all qualified candidates, and will refer candidates without regard to race, color, religion, national origin, sex, age, disability, veteran candidates without regard to race, color, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. Dick Wray shall comply with all applicable laws, rules and regulations in the performance of duties pursuant to this Agreement, including but not limited to, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and state and local anti-discrimination laws to the extent applicable.