

# GARDINER & THEOBALD

## BUILDING FOR PEOPLE

Construction Project & Cost Management- Owner's Representative

Gardiner & Theobald is an independent global consultancy offering a range of services to the construction and property industry including project, cost and construction management. We work with clients across the world, finding solutions that exceed expectations and add value to projects.

### G&T Graduate Opportunities

G&T has a long history of nurturing new talent. As one of our most important legacies G&T believes encouraging the **Next Generation** of professionals is vital to future planning and maintaining a robust business.

#### Project Management

The Project Management Group provides a complete Project Management service from property Due Diligence, Site Selection, and Lease Negotiation through design, construction and project close-out. We provide development monitoring, scheduling and risk assessment where required. Our Project Management Group is comprised of individuals with academic backgrounds in either Architecture, Engineering, FF&E and Construction

#### Cost Management

The Cost Management Group provides the services of estimating, cost planning and cost management from inception through design and construction, and financial close-out. Our Cost Management Group is comprised of individuals with the academic background of Quantity Surveying, and the majority are Chartered Members of the Royal Institution of Chartered Surveyors.

#### Typical Graduate Activities:

- Attendance of regular meetings, design presentations, walk-throughs, budget reviews, etc.
- Issuance of meeting minutes, agendas and other project tracking documents
- Day-to-day correspondence with the client, design team, and contractors/CM
- Assist in composing schedules, budgets and estimates
- Progress site visits
- Review of proposals, contracts and invoicing
- Assist in composing request for proposals and preparing leveling analysis of bid submissions
- Assist in creating project estimates
- Facilitate intermediary design/construction coordination meetings amongst project teams
- Review and manage the RFI and submittal process
- Active involvement in all aspects of a project throughout various stages of the project life cycle to gain a balanced understanding of the entire development.

## TAKE THE NEXT STEP!

For inquiries or to apply for a full time graduate position with G&T Los Angeles, email us at: [resumes@gardinerusa.com](mailto:resumes@gardinerusa.com)

*"The real benefit to being a G&T employee is that you're not stuck at a desk all day and get real world experience. Right from the start you are **engaged in projects**, attending meetings, participating in site visits, and working directly with the Client and consultants. Because of this, you get a **well-rounded experience** working in the world of construction, development, and project management that you would never get to experience in other jobs until years later."*

KRISTEN H



Project Manager

*"What I appreciate and enjoy the most at G&T is that people you work with really take time to teach you and **help you grow**. You start with simple tasks, understand the scope of the project as you get more involved, and **grow as you take on more responsibilities**."*



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Project Manager

