

April 29, 2026

Seven is seeking a Project/Program Manager for the delivery of commercial real estate office interiors on a new client account. In this pivotal role, you will lead the execution of construction projects, ensuring seamless alignment with both company goals and client expectations.

Role Description

The Project/ Program Manager oversees and manages commercial real estate projects in North America. The client has a portfolio of over 100 offices in the US and has 30 active projects for new offices. This role will be responsible for managing the delivery of office fit-out projects in different cities in the US from the design phase, construction, installation of IT, AV, FF&E, and Security, and handing off the project to the local operations team.

You will be expected to manage 5-10 concurrent projects throughout North America. Travel will be required as part of this role at various stages of the project, approximately 5 times per project.

Experience, Skills, and Personal Qualities

- 7-10 years relevant experience in project/program management
- Client-side/owner representative experience preferred
- Experience delivering projects across North America
- Strong IT skills, experience in Smartsheet is a plus
- Demonstrates a detailed understanding of project design and delivery stages and the requirements/inputs and outputs required at each stage of delivery
- Proactive self-starter
- Attention to detail
- Focus on quality and customer service
- Ability to meet deadlines and drive project teams to meet deliverables
- Leadership skills, with the ability to guide project teams and foster a collaborative environment
- Budget management
- Schedule development and ability to build a Gantt chart

Project Administration and Governance

- Coordinate and administer projects within the region, ensuring adherence to project plans and timelines.
- Support project teams in day-to-day activities, including the preparation of project documentation.
- Ensure quality and alignment of project documentation with PMO templates and policies.
- Assist in the identification, assessment, and management of project risks and issues.
- Collaborate with project teams to develop mitigation strategies and contingency plans.
- Conduct OAC meetings, take meeting minutes, document next steps and action items

Project Team Oversight

- Provide oversight and guidance to project teams, ensuring alignment with project objectives.
- Monitor project progress, identify potential issues, and facilitate timely resolution.
- Manage all vendors including architect, engineer, general contractor, furniture, IT, AV, Security vendors

Budget Management

- Manage project budget including all costs associated with project delivery
- Review and document all proposed change orders and evaluate the costs and impacts with any change requests
- Review project costs against historical cost data
- Adhere to client developed budget
- Ensure all invoice are paid in a timely manner

Communication and Stakeholder Coordination

- Support internal coordination and communication among project teams, stakeholders, and client
- Assist in the coordination of project meetings.
- Facilitate effective communication channels and ensure timely dissemination of project information.

Reporting and Documentation

- Audit the preparation of project status reports, highlighting key milestones, risks, and achievements.
- Ensure accurate and up-to-date project documentation is provided by the project manager.
- Support the Regional Lead in compiling and presenting project-related information to stakeholders.
- Adhere to reporting requirements

Risk and Issue Management

- Responsible for identifying, assessing, and managing risks and issues that may impact the project's success. Tracking organizational risk and relaying this to project teams and vice versa. This includes ensuring Project Managers develop risk mitigation strategies, monitor, and report risks and issues, and implementing appropriate corrective actions.

Performance Monitoring

- Monitors and tracks the performance of the regional projects/program against established objectives
- Conducting regular reviews and monitoring project team performance against scope of service/deliverables.

Quality Assurance

- Ensures all documentation and project outputs adhere to quality standards and best practices. This includes aligning to PMO defined quality assurance processes, conducting project audits and reviews, and supporting continuous improvement.

Project Closure and Evaluation

- Responsible for the orderly closure of the project and conducting a post-project evaluation. This includes documenting lessons learned, capturing best practices, and facilitating knowledge transfer to future projects within the region.

About Seven

Seven is a privately owned company, founded in the UK by two friends frustrated by the lack of leadership, quality and integrity on projects and who sought to raise the bar on client expectations. In 2023, Molly Laurain partnered with Seven and launched Seven Americas and opened the US headquarters in Chicago.

We solely provide workplace and real estate project and program management services to corporate occupier clients. We are subject matter experts in this field and one of the largest independent specialist practices in London. We also have locations in Dubai, Amsterdam, and Bangalore and have a broad international reach and experience, supporting our corporate client portfolios, projects and programs globally.

Being independent enables us to offer the best impartial advice without internal or external constraints or 'cross-selling' additional services, so we only have your best interests at heart. Our personable approach and commitment to achieve value for clients and exceed expectations often results in long-term relationships. We enjoy working with like-minded people who think differently and allow us to showcase our unique approach.

Seven is a huge melting pot of knowledge and experience. We are a diverse, balanced and inclusive 'people first' business that thinks broadly and starts with the end in mind. Our solution focused culture is flexible and committed to creating environments that exceed clients' expectations. And we have fun doing it!

Technology is integral to how we achieve project and program success – we implement the latest thinking and technologies to benefit our clients. This approach reinforces our passion for innovation and a coordinated and collaborative approach.

Learn more about the company by visiting www.sevenprojects.com.

Compensation Package

Seven offers a competitive benefits package including health, dental, and vision insurance, a 401K match, paid time off, volunteer time off, and education reimbursement.

Salary will be commensurate with experience.

Location

Chicago, IL