



Operations & Project Manager

Boston Urban — Boston, MA

Full-Time | On-Site

Firm Overview

Boston Urban is a Boston-based commercial real estate advisory and execution platform specializing in retail leasing, development strategy, and placemaking. Since 2010, we have partnered with landlords, developers, and brands to activate buildings and neighborhoods through disciplined preparation, creative execution, and thoughtful tenant strategy.

Position Summary

We are seeking a highly organized, detail-oriented Operations & Project Manager to support operational, transactional, and strategic initiatives. This role serves as a central coordinator for leadership, ensuring projects, transactions, and internal processes are executed efficiently. Fully on-site in Boston with long-term growth potential.

Key Responsibilities

- Support leasing and advisory transactions, including agreements, rent modeling, and commission tracking
- Maintain leasing databases, rent rolls, and reporting systems
- Coordinate property tours, stacking plans, proposals, and presentations
- Manage internal projects, schedules, workflows, and process improvements
- Prepare presentations, marketing materials, and broker event coordination
- Conduct market research and maintain contact databases
- Oversee QuickBooks functions, budgeting, invoicing, and financial reporting
- Interface with vendors, consultants, architects, and service providers

Qualifications

- Minimum Bachelor's degree; MBA candidate preferred
- 3-6 years of professional experience in operations, project management, commercial real estate, or professional services
- Strong financial, analytical, and organizational skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office
- Boston-based and able to work fully on-site

Compensation & Benefits

- Competitive salary
- Blue Cross Blue Shield PPO medical and dental coverage
- 401(k) retirement plan
- Long-term growth opportunities

Apply

Send resume and brief statement of interest to info@bostonurban.com