

Toll Brothers: Assistant Project Management Training Program

Training Our Next Generation of Leaders

We're seeking the best and the brightest college graduates for future opportunities to join our company's most intensive training program – our Assistant Project Management (APM) Training Program. APM training is the starting point for most project managers at Toll Brothers, where trainees are immersed in 12 months of training, gaining hands-on experience in all facets of real estate development:

- Project Management
- Finance/Profit & Loss
- Construction Management
- Land Acquisition & Development
- Quality Control
- Land Approval & Entitlements
- Sales & Marketing
- Personnel Management & Leadership

Successful graduates of this program go on to manage multimillion-dollar projects. Marc (Project Manager of a \$60 million project in Chicago) likens project management to “owning your own little company, with a multi-billion dollar company backing you.”

We actively recruit from these undergraduate and graduate programs, as well as other Real Estate and Finance-related programs:

- Architecture
- Business Administration
- Construction Management
- Civil Engineering
- Land Development
- Urban Planning

APM trainees can look forward to tremendous opportunities for growth—most of our senior managers were promoted from within, and most began their careers as assistant project managers.

This training program covers five major real estate disciplines:

Construction

- Scheduling & Ordering
- Architecture Dept. Operations & Support
- Reporting
- Customer Relations
- Basic Construction Knowledge
- Permitting/Municipality Relations
- Manufacturing Plant Operations
- Managing Subcontractors

Sales & Marketing

- Toll Sales Operations
- Competitors
- Sales Techniques
- Community Relations
- Conveyancing Operations
- Reporting
- Customer Relations
- Broker Relations
- Marketing/Advertising

Finance & Reporting

- Purchasing/Contracting
- Bookkeeping
- Profit & Loss
- Cost Control System

Land

- Acquisition
- Surveying
- Approvals
- Dedicating
- Site Improvements
- Improvements to Municipalities

Management, Motivational & Leadership Skills

- Motivating/Leading
- Hiring/Termination
- Recruiting
- Employee Retention

Job Description Summary:

1. Open Projects

- Hire and supervise the Construction Manager and the construction crew
- Negotiate all contracts with subcontractors and suppliers
- Assist in the design and building of the model park
- Work with the Project Manager and Marketing Department in designing sales and marketing programs and model merchandising
- Learn all cost control procedures

2. Oversee all aspects of ongoing construction

- Control the rate and quality of production
- Supervise the Construction Manager who has direct daily control of construction on project
- Set up and monitor the construction schedule with the Construction Manager

3. Customer Relations

- Oversee customer service after settlement
- Represent Toll Brothers at Homeowner's Association meetings

4. Township Communication

- Attend township meetings
- Communicate with township officials on all matters that may affect the project
- Obtain all approvals, building permits, occupancy certificates, etc.

5. Marketing

- Assist in the hiring and directing of on-site sales staff
- Coordinate the construction process with the Sales Manager
- Maintain awareness of the local market
- Direct placement and content of advertising
- Learn how house prices, option prices, and lot premiums are set
- Work with buyers to handle customization and technical questions

Toll Brothers is currently building in the following states: Arizona, California, Colorado, Connecticut, Delaware, Florida, Illinois, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Jersey, New York, North Carolina, Pennsylvania, Texas, Virginia and Washington.

Apply online at: www.tollcareercenter.com/jobs/assistant-project-manager/10547.