



We currently are seeking an Assistant Project Manager.

Description Job Summary:

The Assistant Project Manager reports to and is responsible for assisting the Project Manager and/or Senior Project Manager with the daily management, supervision, coordination, and successful completion of the project(s) to meet time and cost objectives with respect to contracting, scheduling, estimating, bidding and contract administration functions. Assistant Project Manager is expected to work with people at all levels of Project Management and Field Supervision to establish operational priorities and ensure a quality project. Ideal candidate is expected to maintain positive and effective working relationships with both internal and external members of the Construction Project Team and support departments.

Essential Job Functions, Duties and Responsibilities:

- Assist the Superintendent and Project Manager with the overall plan for construction of the project.
- Assist in the development of cost estimates of assigned projects.
- Solicit and obtain bids from subcontractors and material suppliers.
- Issues subcontracts and purchase orders.
- Assist with preparing the job start-up and close-out checklists.
- Prepare the detailed project construction progress schedule in coordination with Superintendent, Project Manager, subcontractors and suppliers. Update the schedule as required.
- Prepare the Contract Schedule of Values for approval by the Project Manager.
- Assist the Project Manager with the preparation of the Master Cost Breakdown.
- Secure properly executed subcontract and purchase order agreements, insurance certificates, bonds and other documents as required to protect the interest of the Company.
- Prepare, expedite, and monitor logs for tracking shop drawings, contract documents, submittals, request for information, change orders, material delivery logs and other as determined necessary for a successful project.
- With the Superintendent, monitor and expedite the delivery of materials.
- Assist the Superintendent to insure that the project is constructed in accordance with the contract requirements and specifications and with the required quality.
- Possess working knowledge of all project plans, specification, contract with Owner, subcontracts, purchase orders, daily correspondence, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-builts.
- Prepare change proposals, negotiate change orders, execute change orders, issue change orders to subcontractors and others and prepare revisions to the master cost breakdown as a result of change orders and management revisions with direction of the Project Manager.
- Document potential schedule delays and promptly notify supervision to submit request for extension of time and/or additional costs as per terms of the Contract.
- Keep the Project Manager fully informed in a timely fashion with regard to any and all problem areas on the project.

- Maintain good relationships with the Owners, Architect, Engineers, Subcontractors, Suppliers, and Municipal authorities and company personnel involved with the project.
- Actively participate and/or lead post-bid, buyout, O/A/C, coordination, lead team, subcontractor, staffing, and scheduling meetings.
- Familiar with all policies and processes as it relates to this position.

Desired Skills and Experience:

- Four year degree in an accredited Construction-related curriculum or equivalent.
- Minimum of one to three years of experience at Project Engineer or Assistant Project Manager level. Recent graduates with construction degree will be considered.
- Knowledge of construction, design, finance and management required.
- Ability to build and maintain strong working relationships
- Self-motivated with the ability to work independently and as part of a team
- Detail oriented.
- Thorough understanding of corporate and industry practices, standards, processes, etc. and their impact on project activities.
- Must demonstrate the ability to perform in these areas: estimating, scheduling, budgeting/cost control, field supervision, financial reporting, client relationship, interpersonal skills, computer skills, safety/insurance, ability to communicate; both written and oral.
- Strong background with PC-based scheduling and spreadsheet applications including all Microsoft Office Suite applications, Microsoft Project, Auto CADD, Bluebeam, Procore, or any other construction related software application.