



Job Description – Assistant Project Manager

JOB SUMMARY:

To provide assistance to the Project Manager in oversight for all phases of multiple construction projects running simultaneously. Work includes coordinating workers, material and equipment deliveries, ensuring that specifications are being followed, and work is proceeding on schedule and within budget. Up to 60% travel may be required as our projects are nationwide. Natural career progression after successful completion of duties in this position is promotion to Field Project Manager.

ESSENTIAL FUNCTIONS:

- Provides direct support to field Project Managers to complete projects on time and within budget.
- Assist in the coordination of subcontractors and vendors working on various phases of the project.
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Assists in proper administration of construction contracts and for obtaining all necessary permits.
- Works with CAD Team and Project Coordinators in preparing Plans, Scopes of Work, and Budgets.
- Provides project information to Contract Administrator to aid in the preparation of contracts.
- Assists in tracking construction schedule and associated costs to achieve completion of project within time and monies allocated.
- Aids in reporting to client and management daily via web-based interface system about progress and any necessary modifications of plans that seem indicated.
- Serves as office point of contact for all projects.
- Diligently follows through on close out process and documentation.

REQUIREMENTS:

- Graduate of a four-year degree program in construction management or related field.
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
- Ability to travel up to 60%.
- Expert level computer skills with web-based programs and Microsoft Office applications.
- Excellent oral and written communication skills.
- Ability to lift and carry materials and equipment up to 50 lbs.
- Valid driver's license and clean driving record required.