

## **JOB DESCRIPTION: Assistant Project Manager**

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### **Responsibilities:**

The **Assistant Project Manager** is responsible for assisting their assigned Project Manager in the planning, management direction, project completion, client satisfaction, and financial outcome of assigned construction projects. The ideal candidate will be required to assist their assigned Project Manager in coordinating all contractual requirements, design drawings, and project specifications that include, but not limited to:

- On-Site Project Management
- Project Coordination & Project Controls
- Construction Billings & Cash Flow Projects
- Cost tracking for sequential costing
- Job Cost Analysis
- Project Schedule Adherence
- Weekly OAC Meetings
- Meeting Minutes and Documentation
- Project Monthly Report Generation
- Change Management Reports
- Application for Payment Verification
- Contract Administration
- Punch-List Management
- Warranty Review & Procurement
- As-Built Document Procurement

The candidate will work with their assigned project manager to help achieve their respective project management objectives. This position reports directly to the assigned Project Manager, Sr. Project Manager, VP of Construction, and Chief Operating Officer.

### **Minimum Requirements:**

- Working towards a degree in construction management or related field with a minimum of 2 years work experience within the construction industry.
- Proven ability to manage multiple projects/activities in a dynamic fast pace environment.
- Superior communication and organization development skills.
- Strong interpersonal skills and ability to work with and manage cross-functional teams.
- Experience with Microsoft Office.

In addition to the above listed minimum requirements, candidates who poses the following skills, experience, and capabilities may receive greater consideration during the evaluation process:

- OSHA Certification
- Project Scheduling Experience
- Document Control Experience
- Bilingual (English/Spanish)

**This is a Full Time position.**

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