

ASSISTANT PROJECT MANAGER

RESPONSIBILITIES

- **Project Planning**
 - Assist the Project Manager to review plans and specs with project team
 - Help the Project Manager to develop and refine initial project budget. Bid out all phases of the project and finalize budget
 - Review proposed site plans with the development team
 - Coordinate and review plans and specifications with Consultants
 - Support the Project Manager to secure all required building permits and related project permits
 - Develop and maintain project schedule
 - Co-ordinate efforts of all parties involved in the Project, which includes Architect, structural, MEP, Consultants and Subcontractors
 - Provide technical direction and ensure compliance with all SOP and quality standards
- **Cost Control**
 - Buy-out and negotiate all subcontracts and purchase orders on the project
 - Approve and process all subcontractor draws and invoices
 - Issue change orders to subcontractors
 - Approve all field expenses
 - Responsible for overall construction budget
 - Prepare monthly cost analysis and draw projections
- **Project Administration**
 - Coordinate all RFIs, Submittals, Transmittals and all other project documentation
 - Assist the Project Manager to produce weekly project status reports
 - Produce monthly production reports
 - Maintain all project documents and records
 - Ensure prompt payment to all Subcontractors and Suppliers
 - Ensure all subcontractor lien releases have been collected
 - Monitor shop drawings and submittals
 - Track project RFI's
 - Update project schedule
 - Maintain as-built drawings
 - Monitor and enforce all company safety policies and procedures
 - Enforce insurance requirements for all Subcontractors and Suppliers
 - Coordinate safety assessments with Superintendent
 - Support assembling the team to oversee on site activities
 - Monitor construction progress and compliance with plans and specifications
 - Conduct on site meetings with Field Personnel and Subcontractors

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- Work with Field Personnel to create and maintain a harmonious team environment with Subcontractors and Suppliers
- Coordinate delivery of finished units to Property Management
- Assist Superintendent as needed
- **Skills and Abilities**
 - MS Office & MS Project software with expertise in Microsoft Excel, Project, PowerPoint, and Word. Experience with Procore, Textura, Docusign, and Box.com is beneficial
 - Exceptional organizational skills with the ability to prioritize, multi-task, and lead all team efforts. Independent, logical thinking and a high level of initiative and strong work ethic are essential
 - Must possess superior analytical, quantitative, problem solving, writing and communication skills
 - Flexible with positive attitude and willingness to work additional hours to complete projects within fast-paced entrepreneurial environment

REQUIREMENTS

- **Education:** A Bachelor of Science degree with a concentration in Building Science or Engineering is preferred
- **Experience:** Three to Five years previous work experience as an Assistant Project Manager with a multifamily or commercial building contractor