

Under the direction of the Project Manager or multiple Project Managers, the Assistant Project Manager will provide support to single or multiple projects ranging from \$200,000.00 to \$5,000,000.00 plus. The Assistant Project Manager will assist in establishing project objectives and policies, maintaining liaison with prime client contracts, and monitoring construction and financial activities through administrative direction of On-Site Construction Manager. The Assistant Project Manager is responsible for supporting the completion of each project on time and within budget according to scope and schedule.

The successful candidate will fulfill the following list that is included, but not limited to:

Position Duties/Responsibilities:

- Assist to Interpret contract documents.
- Prepare Transmittals as required.
- Prepare RFI's as required.
- Preparation of submittals and shop drawings.
- Attend jobsite and online meetings as required.
- Prepare and maintain internal project schedules.
- Update status reports for Executive review.
- Communicate with Customers, clients, GC, vendors and subcontractors.
- Prepare detailed "Release for Fabrication" packages to vendors.
- Coordinate the freight, shipping, deliveries, and logistics.
- Outsource, purchase and estimate as required.
- Monitor budgets and make necessary adjustments.
- Spend time on jobsites assisting in field dimensions and onsite coordination as needed.
- Thrive in a fast-paced, intellectually challenging, team environment.
- Have the ability and willingness to take on multiple duties.

Travel:

Occasional travel required to jobsite.