

HIGHLANDER CONTRIUNCTION, INC.



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Position: Assistant Project Manager Job

Description

POSITION SUMMARY: The Assistant Project Manager's primary responsibility is to support the Project Manager and Superintendent in the successful completion of assigned projects. The Assistant Project Manager participates in managing project financials, risk management, and client relations. This position reports to the Project Manager.

- Assists the Project Manager in all aspects. takes initiative in managing information, establishing expectations and maintaining quality and cost effectiveness in the overall project
- Solicits vendors for pricing; recommends contract awards
- Assemble and prepare complete and well-thought-out estimates; perform quantity takeoffs and bid evaluations; clarify specific information and assumptions
- Assists in preparing accurate and concise contracts, subcontracts and purchase orders
- Obtains and reviews subcontractor submittals, verifying conformance to contract documents
- Spots business development opportunities; performs follow-up calls chasing bids; helps to negotiate and close deals
- Handles multiple projects simultaneously at various stages and locations, applying a strong knowledge of construction trades
- Assisting in the planning and implementation of projects
- Helping to coordinate and manage project tasks and deliverables
- Analyzing data as required
- Conducting administrative duties, such as setting up meetings, drafting invoices and drawing estimates
- Tracking and reporting project progress
- Performing other duties assigned by the Project Manager in an orderly and efficient manner

Qualifications

- Able to foresee and circumvent risk appropriately
- Good communication skills, organized, efficient, and responsive to the needs of internal and external clients.

Preferred Technical Skills: CAD, GPS Mode, Sage Estimating, MS Office Suite Salary: Entry

Level-DOE (Starting salary is in the 20.00-25.00/hr. range but also DOE.)

Resumes can be e-mailed to highlander@hcihome.net.