



## **ASSISTANT PROJECT MANAGER**

Reports to the Project Manager.

### **Tasks could include, but not be limited to:**

- Interfaces with Director of Operations
- Interfaces and maintains rapport with project manager, client, architect and owners
- Interfaces with Estimating Department
- Demonstrates knowledge of contract administration
- Demonstrates knowledge of plans and specifications
- Demonstrates knowledge of industry-related trades
- Completes required paperwork accurately and timely
- Produces a high quality of work
- Maintains clean MVR
- Maintains a neat appearance and dresses appropriately for the job
- Maintains a good attendance record
- Observes Company policies and procedures
- Observes Company safety rules and regulations
- Presents a positive attitude about the Company and the job
- Is a team player

### **Physical requirements could include, but not be limited to:**

- Lifting 10 pounds to 50 pounds
- Drug testing
- Walking an entire job site

### **Skill requirements could include, but not be limited to:**

- Good communication skills
- Ability to comprehend and complete instructions given by supervisor
- Ability to organize work
- Ability to read and interpret site plans
- Ability to read and interpret contracts
- Demonstrates solid computer skills
- College degree (Prefer civil, architecture or construction background)

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