



## GC-Assistant Project Manager

The Assistant Project Manager is an integral part of the General Construction Team and will be involved in numerous facets of the team to keep production running seamlessly. This candidate will work closely with clients and upper management to ensure the direction of each project is on schedule and within budget.

### Responsibilities:

- Drafts project schedule with Superintendent
- Obtains all necessary permits/business licenses and J. Davis bonding for construction
- Prepare project schedule and manage deadlines
- Leads and schedules weekly subcontractor meetings in agreement with J. Davis policy
- Responsible for customer satisfaction through open communication
- Ensures adherence to all terms of subcontract agreements
- Handles all owner and subcontractor change orders, ensuring contractual approval and documentation, prior to work taking place.

### Skills/Qualifications:

- Preferred 2-5 years of experience with knowledge of construction, design, and cost management as a Project Manager or similar position for a general contractor.
- Bachelor's degree in a related field (i.e., engineering, or related field with emphasis on construction management.) is preferred, but not required
- Proficient use of Microsoft Office Suite products including Microsoft Project.
- Familiarity with construction project management software is a plus, but not required
- Reading understanding contract documents and P&ID drawings
- Knowledge and a background with project Estimating, Planning, Scheduling and Budgeting
- Strong organizational and communication skills