

JOB TITLE

Construction Assistant Project Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops project objectives by reviewing project plans, proposals contractor bids;
- Determines project responsibilities by identifying project phases and elements; assigning personnel to phases and elements;
- Determines project specifications by studying product design, customer requirements, and performance standards; completing technical studies; preparing cost estimates.
- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements.
- Maintains project schedule by monitoring project progress; coordinating subcontractor activities; resolving problems.
- Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.
- Controls project costs by monitoring expenditures; administering contracts.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Maintains project status by updating project databases.
- Maintains product and company reputation by complying with federal and state regulations.
- Contributes to team effort by accomplishing related tasks as needed.

EXPERIENCE/REQUIREMENTS:

- 3-5 years' experience in construction preferred.
- Strong business and communication skills.
- Working knowledge or ability to learn all project management related software (Procore, AIA, Bluebeam, Outlook, Excel, Projects)
- Oral and written communication skills.
- Ability to prepare and interpret blueprints.
- Strong knowledge of quality control programs.
- Experience and practical knowledge about supply chain management.
- Collaborating with team members effectively.
- Excellent knowledge and understanding of risk management.
- Ability to handle various types of personalities.
- Ability to work in teams as well as independently.
- Excellent organization and time management skills.
- Ability to multitask simultaneously.
- Good interpersonal skills.

Knowledge

Perseverance

Integrity

Cambridge

Construction Group LLC

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and / or ability required, with additional duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

OTHER REQUIREMENTS:

Must possess a valid current driver's license and reliable transportation as travel may be required.

BENEFITS:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

QUALIFIED CANDIDATES:

Please submit a resume with a cover letter and salary requirements to kfreehof@cambridgeus.com