

# Assistant Project Manager

## Join our Team

Andrew General Contractors believes that our team is vital to our success. Our values are based on Team, Trust, and Integrity. Attention to detail is central to every aspect of our business.

We are looking for a motivated professional who aligns with our values, focuses on quality workmanship, and developing repeat client relationships.

## Position Purpose

Manage, evaluate, and assess information necessary to construct the project on time, within budget, and to the quality required by the contract documents. The Assistant Project Manager also assists with other responsibilities and team members as required.

This position reports to: Operations Manager, Project Manager.

## Job Responsibilities

- Liaison with architects, subcontractors, consultants, suppliers, inspectors, and client representatives in resolving issues related to plans and specifications.
- Collaborates with Pre-construction and estimating in the development of client proposals and/or project budgets. Assists with the pre-construction phase as relates to specific project needs.
- Manages RFIs, submittals, and shop drawings. Assesses conformance to contract specifications. Resolving any conflicts in interpretation.
- Negotiates contract and subcontract change orders. Manages information on changes in the work; preparing an independent analysis, as required; obtaining and checking estimates for the changes from subcontractor; obtaining approval of the architect and owner; and resolving any conflicts.
- Manages the close-out process. Preparing final records such as RFIs, close-out records, warranties, as-builts, operation and maintenance manuals, attic stock, and spare parts, and evaluating information to ensure compliance with contract documents.
- Develop trade scope of work documents for bid packages, major material and equipment purchases. Develops subcontract scopes for projects.
- Developing reports such as General Conditions & Requirements, labor, safety, change order logs, and quality control.
- Schedules and manages subcontractor trade coordination meetings and submittal review meetings. Organizes and plans projects.

## Requirements

- Preferred 4-year degree in: Construction or Engineering with 2-4 years of construction experience OR currently enrolled in a Business Operations or Construction Management program with an equivalent combination of education, training, and/or construction experience.
- Preferred OSHA 30 / OSHA 10
- Strong computer skills and a familiarity with Microsoft Office Suite of programs, Bluebeam.
- Excellent written and verbal communication skills.
- Attention to detail.

*Employees are expected to perform other duties as assigned by management. Job descriptions and duties may be modified at any time as necessary.*

Please submit resumes & cover letters to [pfye@andrewgc.com](mailto:pfye@andrewgc.com).

Please send ALL of the following:

Current Resume | Cover Letter | Current Salary Requirements