



Assistant Project Manager

The Assistant Project Manager is responsible to provide assistance to Senior Project Managers, Project Managers, and Superintendents in coordinating project activities. Under the direction of the Project Manager, the APM is expected to be familiar with all functions of the Project Manager's position and the Contract Administration Policy. Those responsibilities can include, but are not limited to:

Responsibilities

Overall Project Leadership

- Working with the PM & Superintendent in close harmony from the start to the finish of each project to achieve a product that will be an asset to RA-LIN
- Before any project, meeting with PM, Superintendent, and Estimator to discuss project setup, team structure, schedule and project approach
- Distributing and coordinating plans, specifications, information, policies, and ensuring that these are carried out appropriately
- Managing the change order process by understanding, generating and converting requests into executed change orders
- Controlling and tracking change orders through Timberline and/or Procore
- Assisting Accounting with the billings and collections to ensure timely payment
- Performing other duties as requested by the Project Manager

Pre-Job Planning

- Assisting with estimating and project development
- Attending Estimating Turnover Meeting
- Attending a Project Kick-Off Meeting within 30 days of contract execution
- Attending a Subcontractor Kick-Off Meeting within 30 days following formal date of construction phase commencement
- Attending a Safety Talk once a month
- Attending monthly OAC project meetings



Budget & Job Profitability

- Assisting PM with weekly progress evaluation, job site monitoring, and PM status reports

Subcontract Management

- Assisting PM with subcontractor selection, supervision, and closeout
- Developing relationships within the subcontractor community

Cash Flow

- Assisting PM in building a SOV

Scheduling

- Assisting PM with regular schedule analysis and communicating changes to all necessary parties

Quality & Safety

- Maintaining outstanding client relationships, resolving problems, disputes and open issues on a timely basis
- Assisting PM in meeting and communication all quality and operational goals
- Helping PM leverage client satisfaction and manage expectation

Project Closeout

- Helping PM and Superintendent complete Punch List and closeout

Living the RA-LIN Culture

The Assistant PM is an ambassador of RA-LIN and is expected to maintain pleasant and respectful relationships with clients and fellow employees. Must perform responsibilities while upholding the company's beliefs in client service, excellence, teamwork, continual improvement and professionalism. Responsibilities include:

- Understanding and embracing RA-LIN's Strategic Objectives and processes to drive positive business outcomes
- Implementing, maintaining, and improving on the RA-LIN Core Values to drive continual improvement and excellence
- Serving as a role model and promote professional behavior
- Actively participating in industry, client, and community relations to enhance company image
- Proactively build and sustain relationships with target clients
- Building strong relationships with other RA-LIN departments



Relationships

- With Senior Project Manager. Assigned to projects by Senior PM
- With Project Manager. Reports to and is evaluated by the Project Manager.
- With Others. Establishes and maintains those contacts necessary for project completion.
- With Clients. Ensures 100% client satisfaction and reflect our Mission Statement and core values.

Candidate Skills & Qualifications

- Demonstrated understanding of building processes and systems
- Treats others with respect, and conducts business, internally and externally with professionalism and tact. -- Must be professional and polished in appearance and speech
- Customer service-oriented and is committed to going above the “normal” call of duty
- Understands and knows what tasks are more important than others and what needs to be solved immediately and what can wait; helps others prioritize
- Self-motivated and proactive – takes initiative and seeks responsibility
- Must possess a positive, can-do attitude and passion for construction and our industry

Basic requirements:

- BS Degree in Engineering, Construction Management from an accredited University
- 2+ years of experience
- Superior verbal and written communication skills with the ability to tailor styles to match the audience
- Proficient computer skills in Microsoft Office Suite, project management software (Procore, Prolog or similar), accounting cost management software (Timberline or similar), scheduling software (Primavera P6 or similar) and Adobe