



## Assistant Project Manager \_\_\_\_\_

Reports to: Senior Project Manager and/or Project Manager

### Broad Goals

- Apply skills in managing the construction process by following standards and procedures for project management
- Provide quality support services to project team members including project manager, field superintendent, subcontractors and architect
- Enhance project profitability through job cost setup, timely maintenance and monitoring
- Cultivate general knowledge of Business Development, relationships, sales and negotiating conceptual estimating, proposals and interviews
- Professional development – further enhance understanding of estimating / costing strategies for securing new business, proposal development, negotiating strategies, final estimating, subcontractor bid analysis and negotiations and overall pre-job planning

### Primary Qualifications

- Four year degree in Construction Management, Architecture, Engineering or Business is preferred
- Minimum 2 years experience as Project Engineer is preferred
- General knowledge of the construction process and construction costs
- Capacity to read and critique plans and specifications
- Professional character, self motivated, and ability to manage small projects with minimal supervision
- Ability to prioritize tasks and follow through to completion with limit supervision
- Organizational, communications and interpersonal skills
- Ability to utilize relevant technology such as Microsoft Office Suite, Construction Estimating and Accounting software, computer modeling, etc. is required.

### Responsibilities

**Project Management** – proactive project management to meet or exceed original anticipated margins with limited supervision. Assist in pre-job planning including: final design development, conceptual estimating, scheduling, bidding, analyzing proposals, buyout and contracts. Timely setup of job costing, handling of RFIs, change orders, pay applications and other project communications with architects, engineers and subcontractors. Assist in managing client expectations and queries. Comply with internal monthly reporting on all projects and achieve resolution of any outstanding issues prior to next monthly meeting. Timely final subcontractor reconciliation and billing, punchlist and final closeout with limited supervision.

**Other Responsibilities** – Comply with all company defined standards and procedures and encourage compliance by all Berghammer team members. Provide backup support to senior project managers. Participate in the company's strategic initiatives as may be requested from time to time.