

WOODBRIIDGE GLASS, INC.

Job Description-

Assistant Project Manager Level II

Responsibilities:

The Assistant Project Manager is responsible for assisting their assigned Project Manager in the planning, management, direction, project completion, client satisfaction, and financial outcome of assigned construction projects. The Ideal candidate will be required to assist their assigned Project Manager in coordinating all contractual requirements. Design, drawings and project specifications that include but are not limited to:

- Intermediate level of Drawing and spec review, assisting in take-offs, preparation of Submittals, CO's, RFQ's and RFI's.
- Creates and maintains logs for PO's, CO's, Submittals, RFQ's and RFI's.
- P.O'S, Invoice approval, and vendor material tracking.
- Maintains a current set of Architectural drawings and Structural drawings.
- Preparation of Close Out Documents.
- Punch list Management.
- Creates and maintains project fabrication and shipping schedules.
- Attends project coordination meetings.
- Review of project shop drawings for constructability.
- Prepares design criteria and engineering turn over documents.

Minimum Requirements:

- Minimum 2-4 years work experience in construction industry working toward a degree in construction management
- Superior communication and organization skills
- Strong interpersonal skills and ability to work with and manage cross functional teams
- Strong time management skills
- Experience with Microsoft Office including Excel
- Basic knowledge of building materials for the construction industry
- Basic knowledge of different types of construction equipment and how they work
- Construction field experience a plus
- Experience with MS Project, and Auto CAD

Other requirements-

- Safety – OSHA training
- Bilingual- English/ Spanish
- Organized, timely, dependable self- starter

Salary dependent upon experience and skill level

Conditions: Must be able to work in a variety of physical positions, including sitting, standing, walking, driving