

Commercial Construction Assistant Project Manager

Job Description

We are looking for a Commercial Construction Assistant Project Manager to join our dedicated project management team responsible for defining the project's objectives and overseeing quality control of the project. In this role, you will plan, execute, and finalize projects according to the schedule while keeping within budget.

Commercial Construction Assistant Project Manager

Job Responsibilities

The Assistant Project Manager's role is to assist with the planning, organization, and management of the day to day operations, as well as any other responsibilities that the Project Manager sees fit.

Additional responsibilities of the Commercial Construction Assistant Project Manager include:

- Maintaining adherence to HITT's standards of safety; ensuring that required documentation is filed
- Creating and managing project budget for all assigned projects
- Developing pre-construction RFP package
- Conducting project meetings, and setting milestones and formulating monthly owner report
- Establishing job processes (RFI's, submittals, and pay applications) including approving pay applications and negotiating subcontract change orders
- Performing project scheduling; ensuring project quality control and establishing overall project logistics
- Managing the closeout process
- Ensuring fair treatment of subcontractors at all times
- Contacting new and existing customers to discuss their needs, and explaining how these needs could be met by specific products and services

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Job Requirements

To qualify for the Commercial Construction Assistant Project Manager position you must have strong commercial building knowledge and excellent verbal and management skills in order to prepare cost estimates for bidding purposes.

Additional requirements of the Commercial Construction Assistant Project Manager include

- High School Diploma or equivalent
- 2-5 years' experience in commercial construction, including experience with a commercial general contractor
- Previous experience in a Project Management role with the ability to execute multiple projects simultaneously
- Excellent written and verbal communication skills, including ability to present complex information in a clear and concise manner
- Ability to organize necessary resources, including people, tools and time to meet tight deadlines and achieve desired results
- Working knowledge of current market conditions including pricing conventions and trends
- Consistent attention to details with the ability to identify discrepancies
- Proficient in Microsoft Office and strong computer skills with a variety of software packages; JDEdwards, *preferred*

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Benefits

We offer our employees the following competitive benefits package:

- Performance Based Bonus
- Medical, Dental, Vision Insurance
- Basic Life and AD&D Insurance
- Short Term Disability Insurance
- 401(k) with company match
- Paid Vacations and Sick time
- Paid Holidays
- Onsite Fitness Center and café

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Company Overview

With modest beginnings in 1937 as a small family run business, HITT Contracting Inc. has grown to be among the top 100 largest general contractors in the United States. HITT Contracting Inc. is an award-winning "turnkey" construction company performing a wide range of services from small jobs, service and emergency work to full base building renovation and shell construction. Our steady growth over the past 75 years can be attributed to the longstanding relationships we develop with our clients.

HITT places considerable attention on creating an environment where employees are given the opportunity to succeed and feel empowered to make decisions. We have built a reputation in the industry for recognizing the importance of rewarding and challenging our employees. Over the

past several years, HITT has been ranked by local publications as a “Best Place to Work,” and we have over 100 employees on payroll that have been with us for more than 10 years! As a family-owned company, HITT treats employees like family. Our “work hard, play hard” corporate culture is what has made us the success we are today. Check us out at www.hitt.com.