



A **Green** World Construction Co Inc

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## **PROJECT MANAGER ASSISTANT POSITION OPEN**

Duties include, but are not limited, to the following:

- Handle five to six commercial jobs in Dade County
- Set up new Jobs, Budgets, Clients, and Vendors
- Maintain all RCO's, subcontract commitments, and change orders
- Organize, track, and maintain all shop drawings, submittals, and RFIs
- Prepare A1A pay applications on a monthly basis
- Responsible for collecting all Release of Liens from Subcontractors and Vendors
- Generate Profit & Loss, Current Cost Summary, Job Cost Journals reports weekly to update Cost-to-Complete reports
- Enter payroll on a weekly basis for five projects
- Process subcontractor and vendor invoices
- Attend all Owner/Subcontractor meetings
- Set up contracts, estimates, and jobs
- Prepare proposals and contracts for all subcontractors
- Distribution of all signed and sealed plans from Architect to Subcontractors
- Process submittals by coordinating receipt from Subcontractors and forwarding to Engineer/Architect for review
- Maintained all RCO's, subcontract commitments, and change orders.
- Obtain executed contracts, general liability, and workman's compensation insurance certificates as well as required licenses from subcontractors and vendors
- Organize, track, and maintain all shop drawings, submittals, and RFIs
- Monitor and update construction schedule

Interested candidates please call Alexandra Topole at 305-903-3881