

Assistant Project Manager (Construction)

M&N Construction

Miami, FL

We are looking for an Assistant Project Manager to join the Project Management team. As a key member of the Project Management team, the Assistant Project Manager will report directly to the Principal. The Assistant Project Manager is vital for the overall success of their projects, assisting the Project Manager in overseeing and direction of construction projects from conception to completion while delivering project on time, within scope and budget.

Position Key Criteria/Requirements:

- 1+ years of demonstrated success working within a team environment to achieve project goals
- Demonstrates ability to work independently and proactively
- Clean and safe driving record
- 1+ years of construction experience – construction documents and related processes, or,
- Four-year degree from an accredited university with a concentration in construction, engineering, or business is strongly preferred
- 1+ years of customer service experience
- 1+ years of experience with construction finish products or demonstrated ability to learn the product quickly
- Excellent written and verbal English and Spanish communication skills

Position Measurable Accountabilities:

- Prepare change orders, request vendor pricing, document changes as requested
- Review order acknowledgments and quotes for 100% accuracy within 48 hours
- Communicate any changes in scope, product, or schedule to Project Manager within 48 hours
- Ensure 100% accuracy on resubmittals & scope based on construction document changes and/or requested changes
- Review returned submittals for markups/notes and report to Project Manager within 72 hours
- Track material orders, update OneNote and provide procurement log to customer as requested
- Provide support and guidance for project questions by requested date, or respond within 48 hours
- Provide product data/samples when requested or notify customer of delay within 48 hours
- 100% adherence to internal SOP's: i.e., document storage, change order process, OneNote etc.
- 100% attendance at job kickoff meetings, scope reviews, project meetings and at required onsite trade coordination meetings when applicable

- Procurement: submit any requests at least two days in advance of due date
- Monitor progress of other trades to ensure project in on track and adjust internal schedule within 48 hours as delegated
- Job site readiness: at least 95% accurate
- Field measure: accurate field dimensions based on product specifications

Position Key Technical Competencies:

- Proficiency with Outlook, Teams, OneNote, Excel, Bluebeam, Procore and other GC management software
- Understands and can interpret the technical requirements of plans, schedules, specifications, vendor technical documents (product data sheets)
- Proficiency navigating vendor quoting and ordering portals

****TO APPLY, SEND YOUR RESUME TO INFO@MNCONSTRUCTFL.COM. WHEN SUBMITTING YOUR RESUME PLEASE INCLUDE SALARY REQUIREMENTS OR SALARY HISTORY**