

## **Assistant Project Manager**

Griffon Associates has opportunities for experienced Assistant Project Managers well versed in the construction of “Mid-rise” (5-7 story) residential projects. The position is an onsite Assistant Project Manager role and will be responsible for assisting the Project Manager in all areas of project management. The position will also be responsible for management of all of the day to day activities of the project from site work start through to building occupancy.

### **Duties and Responsibilities:**

- Team member management and development
  - Training and mentoring project staff
  - Daily supervision of entire project team
  
- Directing all phases of project management including
  - Pre-construction activity
  - Project planning & logistics
  - Schedule development & maintenance
  - Sub-trade direction & coordination
  - Document management
  - Communications with design team
  - Budget development buyouts and cost management
  
- Administration of
  - Contracts/purchase orders
  - Construction oversight
  - Client relations
  - Municipal relations
  - Project close-out and turnover
  
- Internal and external document controls and reporting
- Maintaining constant and effective communications with vendors, trades, inter-company team members, and external resources.

### **Minimum Education:**

- Bachelor's Degree in Construction Management or Architecture/Engineering or Business Management

### **Minimum Experience:**

- 5 years' experience in Construction Project Management, Business Management, or related activities in the construction industry; or equivalent combination of education and or experience. management position

Candidate must also have experience with, or the ability to learn the following computer applications:

- Excel
- MS Word
- MS Outlook
- Microsoft Project or similar scheduling program
- Submittal Exchange
- ProCore
- Adobe Acrobat, Nitro Pdf Editor, Bluebeam or other electronic document editor

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please submit cover letter, resume and salary requirements.

No Phone Calls Please.