



Job Title: Assistant Project Manager

Reports to: Project Manager/President

Department: Operations

Classification: Non-Exempt / Full-Time

Revision Date: 3/3/2008

Working Days/Hours: M-F 7:30am – 4:00pm

Position Overview

Assistant Project Managers (APM) fulfill a highly responsible position, where primary duties include planning and directing the activities of restoration projects; ensuring goals are accomplished within a prescribed time frame under the supervision of the Project Manager (PM). The APM will help plan and coordinate all aspect of the restoration project, under the direction of the PM. The APM will coordinate the PM's schedule, construction/repair schedules, material schedules and maintain related databases to the activities as well as client and customer communications. The APM must demonstrate the ability to be a team player, a multi-tasker, resolve problems, ensuring safety, professionalism teamwork and leadership. Must have excellent communication and organizational skills!

Essential Job Duties and Responsibilities

- Assembles job specifications, timeline and team under Project Manager's oversight.
- Coordinates project under direction of PM, ensuring customer satisfaction, through a timely restoration process.
- Communicate and Coordinate between Project Manager, field/office staff, sub-contractors, clients and customers.
- Schedule appointments and work to be performed.
- Initiate and update customer records.
- Order supplies and materials for jobs and coordinate delivery.
- Obtain decisions from customers on material selections.
- Prepare building permits, notices of commencement and other documents for jobs as needed.
- Answer phones.
- Maintains customer job files to make sure all documentation is scanned and maintained.

Requirements

- Some construction experience helpful but not required
- Minimum High School Diploma
- Knowledge and experience of MS Outlook, MS Word, MS Excel, MS Access
- Experience using office equipment (Copiers, scanners, fax, printers, etc)
- Pass drug screening and criminal background check
- Have reliable transportation
- Previous supervisory experience helpful
- Above average communication skills
- Highly Organized with attention to details
- Works well in team environment, takes change and is a self-started
- Integrity, honesty and responsibility with a desire to contribute to a team

Physical Requirements

- Ability to work in stressful work environment.
- Ability to lift up to 50 lbs on a regular basis

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

Print Name

Sign Name

Date