

## **Assistant Project Manager - Commercial Construction**

**Teal Construction Company** – We are a thriving Commercial General Contractor / Design Builder / Construction Manager firm that began in 1947. Position is Full-time and annual salaried.

Job duties will include, but are not limited to:

- Assisting Project Management and Estimating team at the following
  - Drafting and negotiating owner contracts
  - Procurement of Subcontracts, Purchase orders and Change orders
  - Schedule preparation and management
  - Assisting Estimating and Bidding process of new projects
  - Vendor search and set-up with insurance certificate review for compliance
  - Effectively communicate project progress and issues with the Superintendent and Team Member
  - RFI, Submittals, monthly Pay Application and Project Closeout processes
  - Includes subcontractor billing management

### Job Requirements

- Software technology knowledge, training will be provided
  - Microsoft Office Proficiency (Word, Excel, PowerPoint, and Outlook),
  - MS Project, PlanSwift, BlueBeam, ShareFile; overall good technology skills with constant use of technology equipment
- Excellent Understanding of project plans, specifications and contracts
- Good understanding of insurance certificates and endorsements
- Excellent time-management and organizational skills
- Excellent verbal and written communication skills (internal and external)
- Ability to work on several projects concurrently
- Strong attention to detail
- Must have a valid driver's license, provide own transportation with Insurance
- Typing and data entry, general mathematical and accounting skills

Salary: Market leader - Experienced / Capable employees receive salary and promotions based on continuous improvement / learning new skills, productivity, team participation, reliability and quality of work.

Benefits: Insurance options, sick pay, vacation pay and 401K retirement planning. Review all components with Teal HR department.

**\*Please submit all resumes/cover letters to: [info@tealcon.com](mailto:info@tealcon.com)**