

HIGHLANDER CONTRIUTION, INC.



5774 Kester Rd. Memphis, NY 13112

Phone:315-689-9661

highlander@hcihome.net

Jeff Santee

Onondaga BOCES

Career Center

Re: Assistant Project Manager position

Dear Jeff,

Thank you for your response regarding the entry level Assistant Project Manager position available with Highlander, Construction, Inc. This position offers an excellent opportunity for growth and can lead to advancement for the right candidate. Highlander has a long outstanding reputation and is just a great company to work for. Please distribute job description to your interested graduates and feel free to visit our webiste, hcihome.net. Starting salary is in the 20.00-25.00/hr range but also DOE. Resume's can be e-mailed to highlander@hcihome.net.

Respectfully,

Susan Garrigan, Controller/Office Manager

5774 Kester Rd. Memphis, NY 13112

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sgarrigan@hcihome.net

Position: Assistant Project Manager**Job Description**

POSITION SUMMARY: The Assistant Project Manager's primary responsibility is to support the Project Manager and Superintendent in the successful completion of assigned projects. The Assistant Project Manager participates in managing project financials, risk management, and client relations. This position reports to the Project Manager.

- Assists the Project Manager in all aspects. takes initiative in managing information, establishing expectations and maintaining quality and cost effectiveness in the overall project
- Solicits vendors for pricing; recommends contract awards
- Assemble and prepare complete and well thought-out estimates; perform quantity takeoffs and bid evaluations; clarify specific information and assumptions
- Assists in preparing accurate and concise contracts, subcontracts and purchase orders
- Obtains and reviews subcontractor submittals, verifying conformance to contract documents
- Spots business development opportunities; performs follow-up calls chasing bids; helps to negotiate and close deals
- Handles multiple projects simultaneously at various stages and locations, applying a strong knowledge of construction trades
- • Assisting in the planning and implementation of projects
- • Helping to coordinate and manage project tasks and deliverables
- • Analyzing data as required
- • Conducting administrative duties, such as setting up meetings, drafting invoices and drawing estimates
- • Tracking and reporting project progress
- • Performing other duties assigned by the Project Manager in an orderly and efficient manner

Qualifications

- Able to foresee and circumvent risk appropriately
- Good communication skills, organized, efficient, and responsive to the needs of internal and external clients.

Preferred Technical Skills: CAD, GPS Mode, Sage Estimating, MS Office Suite

Salary: Entry Level-DOE