

TITLE: Assistant Project Manager

ROLE: Supports Project Managers and manages TI/renovation projects for clients

REPORTS TO: Director of Project Management and Project Managers

SUPERVISES: Not direct supervisory position although will oversee and coordinate outside vendors

EMPLOYEE CHARACTERISTICS:

- ◆ Positive attitude, team player, good character, ethical, trustworthy
- ◆ Self-driven, hard worker, takes initiative, organized, reliable
- ◆ High energy with passion for top performance and excellent service

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- ◆ Fluent in spoken and written English language;
- ◆ Hold valid driver's license (in Maryland or local jurisdiction);
- ◆ Earned Bachelor's degree in construction management, architectural engineering or applicable;
- ◆ Minimum two (2) years working experience in construction or real estate industry;
- ◆ Proficient at using computers and software including Microsoft Windows, Outlook, Word, Excel, PowerPoint, Project and Internet Browsers.

DUTIES AND RESPONSIBILITIES:

- Help Company team to estimate and prepare proposals for new engagements;
- Assist Project Manager and/or Director of Project Management to plan, execute and control projects ranging from tenant improvements (TI) to renovations to new development;
- Support establishing and creating project schedules and budgets;
- Set up and manage paper and electronic project records;
- Track task lists and action items;
- Help identify, evaluate and select project team of consultants and contractors;
- Coordinate and attend project meetings and site visits; prepare respective minutes/notes;
- Support preparation and distribution of bid packages; evaluate proposals received;
- Help draft contractor/vendor contracts, agreements and purchase orders;
- Review progress documentation; compile and distribute comments and track responses;
- Support project team in filing for and obtaining entitlements, permits, inspections and occupancy/use approvals;
- Collect and track certificates of insurance, bonds and other vendor information;
- Receive and code project invoices, applications for payment, and supporting documentation;
- Compile monthly funding/draw packages and work with owner/lender to get invoices paid;
- Maintain project financial tracker spreadsheet to reflect latest budget, commitments, invoices, payments and projections;
- Assist in tracking and evaluating change requests and change orders;
- Track the submittals and RFI processes to advise team where attention needed;
- Observe work completed and help team maintain quality;
- Prepare monthly internal and client project status reports and evaluations;
- Coordinate commissioning, testing, inspections and punch list activities;
- Expedite preparation of as-built, record, warranties and close out documentation;
- Pull together project summaries to support Company marketing and sales efforts;
- Directly oversee certain smaller renovation/TI projects as experience and skills enable;
- Seek continuous learning and growth of technical and managerial knowledge;
- Contribute to team effort by performing other duties when requested.

This position profile is not intended and shall not in any manner be construed as an offer of employment or a contract between a potential or actual employee of Real Projectives, LLC or its members or officers.

TITLE: Assistant Project Manager

TIME: The position will be full time at-will employment. General work hours will be as needed. Weekend and overtime may be necessary.

LOCATION: Will be based out of Company's office in Laurel, Maryland. Local travel using own auto and some national travel expected.

SALARY: Compensation will be salary commensurate with experience. Potential bonuses based on personal and Company performance.

BENEFITS: Paid holidays, vacation, and personal time provided. Group medical, dental and vision insurances partially paid by Company. SIMPLE IRA retirement plan available. Continuing education/certification reimbursement offered. Consult with Company Owner and current Handbook for specific benefits.