

TITLE: Project Assistant

ROLE: Supports multiple project teams; manages multiple and specific tasks

REPORTS TO: Director of Project Management as supervisor, and supports multiple Project Managers and Assistant Project Managers

SUPERVISES: Not direct supervisory position

EMPLOYEE CHARACTERISTICS:

- ◆ Positive attitude, good character, ethical
- ◆ Reliable and trustworthy
- ◆ Very organized and detail-oriented
- ◆ Excellent follow through including both written and verbal communications
- ◆ Works both independently and collaboratively, in a team setting
- ◆ Eager to learn positions and roles and processes, services and industries and products

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- ◆ Fluent in spoken and written English language;
- ◆ Legal to be employed in Maryland and the United States
- ◆ Proficient at using computers and software including Microsoft Windows, Outlook, Word, PowerPoint, and Excel as well as multiple Internet browsers
- ◆ High School diploma (or equivalent) required. Associates or Bachelor's degree with a concentration in real estate and/or construction preferred;

DUTIES AND RESPONSIBILITIES:

- ◆ Assist project teams in administering and tracking multiple projects
- ◆ Assist project teams to research and organize information needed to estimate and prepare proposals for new engagements
- ◆ Assist Assistant Project Managers, Project Managers, and Director of Project Management to research and organize information to plan, execute, and control projects ranging from tenant improvements (TI) to renovation to new development
- ◆ Set up and maintain paper and electronic files, arrange and coordinate meetings
- ◆ Track task lists and action items
- ◆ Download, receive, log, file, process and communicate documents of all types
- ◆ Process and respond to correspondence, emails, phone calls, faxes, mail, etc.
- ◆ Prepare and maintain various lists to track actions through completion
- ◆ Assist with collecting and organizing project invoices and support for draw requests and applications for payment
- ◆ Collect and organize information to maintain project financial tracker spreadsheets to reflect current budgets, commitments, invoices, payments, and projections
- ◆ Track project schedules and time
- ◆ Support creating project budgets and tracking costs, expenses and payments
- ◆ Assist with collecting documentation needed to assist with evaluating vendors, clients, products, services and other alternatives
- ◆ Collect and track certificates of insurance, bonds and other vendor information
- ◆ Assist with tracking and processing change requests and change orders including researching info needed to evaluate
- ◆ Assist with tracking and resolving submittals and RFIs and advise when attention is needed
- ◆ Assist with collecting documentation needed for preparation of as-built, record, warranties, and close out documentation
- ◆ Prepare monthly internal and client project status reports and evaluations
- ◆ 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.

TIME: General work hours as required. Weekend and overtime may be necessary as authorized.

LOCATION: Will be based out of Company's office in Laurel, Maryland.

SALARY: Compensation will be hourly and commensurate with experience and productivity.

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