

## JOB LISTING / ADVERTISEMENT

**JOB TITLE:** Assistant Project Manager

**DEPARTMENT:** Project Services

**EMPLOYMENT TYPE:** Full-Time / Salary (Exempt) / At-will

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

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Real Projectives® provides construction, project, and program management services to drive results and minimize risks. Clients ranging from small business owners to the largest institutional real estate investment firms trust us to help them acquire, renovate, improve, and develop a variety of property types thereby making a difference in neighborhoods throughout the United States.

We seek thoughtful and hard-working people to join our growing company. Employees work in a supportive team environment, generally with dozens of consultants and contractors, to successfully complete numerous projects each year. You will directly contribute, have significant opportunity and challenge, and be appreciated for results. We offer comprehensive compensation including competitive salary, profit-sharing bonuses, work from office, home and travel, community, and industry engagement, along with benefits such as paid time off, group health and life insurances, retirement plan, and continuous learning.

### SUMMARY:

We are currently looking for an **Assistant Project Manager**. In this role you will support project managers to successfully complete multiple project engagements.

The focus of this job is on producing high quality, detailed work based on established standards, guidelines, and procedures. Precise, consistent work output is essential requiring patience while completing tasks that include the following:

- Review and analyze project information to best forecast delivered outcomes.
- Facilitate effective communications among internal and external project team members.
- Travel to sites and observe work progress to maintain timely project knowledge.
- Identify and track issues to help resolve challenges and avoid adverse claims.

### JOB CHARACTERISTICS:

The following describes how work in this position is performed and the attributes needed to be successful in this role.

- Work at a steady, even pace with repetitive routines to promote accuracy and quality of work.
- Possess a helpful, supportive communication style with management and peers.
- Approach work and problem solving collaboratively within a structured job environment.
- Primarily work with a technical/analytical focus and within established systems, standards, and procedures.
- Make decisions within a clearly defined job scope based upon defined policies and procedures that are supported by management.
- Delegate tasks to others when appropriate based on training, coaching and job experience.

*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.*

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### QUALIFICATIONS:

Candidates should be able to satisfy the following qualifications.

- Earned Bachelor's degree or equivalent experience required; degree in construction management, engineering, architecture, or real estate preferred.
- Some experience in construction or real estate industry preferred.
- Demonstrated knowledge of Microsoft Outlook, Word, Excel, and internet browsers.
- Effective organizational and time management skills.
- Fluent in spoken and written English language.
- Able to operate a motor vehicle and possess a valid driver's license.

**Ready to Apply? Click [Here](https://realprojectives.applicantstack.com/x/detail/a208elbw39nw)**

[or copy & paste this link to your web browser: <https://realprojectives.applicantstack.com/x/detail/a208elbw39nw>]

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