



Assistant Project Manager

Responsibilities: -

- Assists the Project Manager with overall project performance including cost, schedule and quality.
- Assists in overall construction coordination, planning and identifying potential risks and resolving issues in the field.
- Performs and applies quantity takeoffs to manage contract progress, reporting and change/variation management.
- Develops and maintains excellent relationships with subcontractors through activities such as defining scopes of work, answering inquiries and monitoring progress.
- Manages change/variation process, including pricing, negotiating and assessing cost and schedule impact.
- Maintains and supervises project document control including keeping contract documents up to date, initiating and tracking requests for information.
- Reviews and approves time and material sheets for hourly personnel.
- Manages procurement of materials (locally supplied or from overseas) including shop drawing and submittal process in order to ensure adherence to project requirements.
- Assists with overall project closeout, including compiling maintenance and warranty documents.
- Provides proactive leadership of safety and quality programs.
- Records, prepares and distributes minutes of meetings.
- Conducts field surveys and performs site layouts.
- Manages material and equipment inventory on site.

Qualifications: -

- Bachelor's degree or diploma in engineering, construction management or related field.
- Knowledge of construction industry including equipment and techniques, drawings and specifications, building materials, quality, safety and constructions sequences.
- Ability to apply basic engineering and problem-solving principles to construction challenges and present solutions.
- Ability to establish and maintain effective stakeholder relationships.
- Effective verbal, written and interpersonal communication skills.
- Working knowledge of Microsoft Office with a strong aptitude for adopting new technology.