



Guthrie
GLASS & METAL
THE BAUMGARDNER GROUP

Assistant Project Manager

Job Description:

- Basic estimating, take-offs, solicit quotes
- Submits, tracks responses and issues Requests for Information
- Understand the terms and scope of the contract as it applies to the project
- Assist Project Manager (PM) with all schedules
- Distribute design revisions, bulletins, etc. to PM and Super
- Implementing and monitoring project schedules
- Submits proper documentation for building permits and follows through to ensure permits are issued
- Assist project manager in site mobilization, resource mobilization
- Solicit price quotes from subs and suppliers
- Track material, production, and project costs and provide documentation to PM
- Prepare job costing reports
- Reporting project progress to the PM
- Attend construction related meetings to support project related functions
- Maintaining project meeting minutes and distribution
- Assist PM with federal/state agency correspondence and reporting
- Assist in the project closeout process
- Expedites project close-out requirements including municipal sign offs, as-built drawings, attic stock, training, final project photos

Requirements:

- A minimum of 2-3 years of Construction experience
- Experience with takeoffs, estimates, contracts, etc,
- Glazing industry experience a plus.
- Proficient in MS Word, Excel, Outlook, and Sharepoint
- Proficient in reviewing and understanding all construction documents including building plans and specifications
- Positive attitude, professional workmanship and appearance, excellent communication skills.
- Highly organized multitasker who can think fast on their feet.