

## **CONSTRUCTION – ASSISTANT PROJECT MANAGER**

### **Key Responsibilities**

- Assist the Project Manager/Senior Project Manager in coordination of the job including Architectural, Engineering, Interiors, Furniture/Fixtures & Equipment, and Kitchen Equipment.
- Assist in the updating of the preliminary budget on a regular basis to coincide with the Project scope and definition. Utilize early subcontractor participation to reinforce original budget validity.
- Participate in Owner discussions of costs, scope of work, schedules, and specified Owner requirements when requested by the Project Manager/Senior Project Manager.
- Assist in obtaining the necessary permits, approvals, and permissions from various agencies and utilities.
- Assist in the initial coordination with all subcontractors to insure proper coverage and understanding of all phasing of work as it may relate to estimates, budgets, and schedules.

### **Job Requirements**

- Assist the Project Manager/Senior Project Manager with the following responsibilities:
  - Prepare and submit all monthly progress billings to the Owner in accordance with prevailing Contract Documents.
  - Develop and maintain accurate and meaningful project schedules. Prepare with superintendent Three-Week Look Ahead Schedules.
  - Assume responsibility for all subcontractors to provide necessary submittals, shop drawings, insurance certificates, As-Built drawings, operating, and maintenance manuals in a timely manner.
  - Support and supply the Superintendent with timely drawings, clarifications, subcontract negotiations, material requirements, and contract enforcements
  - Provide timely completion of all Owner-requested or subcontractor-requested change orders. Update schedules periodically as required.
  - Assist Superintendent with coordinating the Project's equipment needs. Review/approve or create Company owned Equipment Rental Invoices.
  - Provide Owners with "Notice of Completion" and "Certificates of Occupancy". Fulfill agency final requirements and punch lists.
  - Submit all As-Built drawings, operation and maintenance manuals, and certificates of warranty to the Owner.
- Attend all final inspections by the Building Dept. and Fire Dept. with the Project Superintendent to insure the Project is completed in accordance with all prevailing codes and ordinances and to insure that the Project is completed on time, as scheduled. Write Life Safety Testing Scenarios and attend/supervise testing. Take all necessary action to safely complete the Project. Our obligation to safely complete the Project on time is Priority #1.
- Must have excellent organizational skills, with strong attention to detail
- Must be detail-oriented, able to multi-task and meet deadlines.
- Must have demonstrated computer proficiency including but not limited to Microsoft Outlook, Word and Excel.
- Must have a minimum of 3-5 years' experience

Please submit your résumé to [careers@marnellcompanies.com](mailto:careers@marnellcompanies.com)