

## **Assistant Project Manager – Work Experience**

**Whitestone Construction Services, Inc.**

[www.whitestone-construction.com](http://www.whitestone-construction.com)

**Send cover letter and resume to [careers@whitestone-construction.com](mailto:careers@whitestone-construction.com)**

Whitestone is looking for an Assistant Project Manager / Project Engineer to support our staff during fast tracked summer projects and gain hands on experience in the commercial construction industry. A qualified candidate would work closely with the project managers, field supervisors, subcontractors, clients, architects, engineers, and consultants on a daily basis to deliver projects on-time and on budget. They would work directly with Project Managers to fulfill the contractual requirement of the assigned project by generating RFIs and submittals, maintaining CPM schedules, coordinating subcontractor and vendors, and interfacing with clients and design teams. Successful internships have the possibility of turning into full-time positions following graduation.

### **Daily Responsibilities:**

- Assist PM to set Owner/ Architect expectations and manage throughout construction.
- Oversee the documentation and file management of contracts and construction documents.
- Assist estimators with all facets of bidding projects including walkthroughs, bid invitations, take-offs, etc.
- Responsible for material procurement and ensuring that the materials arrive on-site and on time throughout project durations.

### **Job Qualifications:**

- Understanding of construction design and project management.
- Pursuing a Bachelor's Degree in Construction Management, Engineering or related field.
- Previous experience in Commercial Construction or tenant improvements. (Preferred)
- Proficient in Bluebeam and Microsoft Office.

### **Skills and Abilities:**

- Effective and efficient communication and time management skills.
- Excellent documentation skills and highly organized.
- Excellent problem-solving skills.
- Ability to build effective relationships with clients and subcontractors.
- Ability to follow specific instructions.
- Ability to prioritize workload.
- Estimating and bid procurement experience preferred.
- Ability to assist in general project management.
- Ability to multitask.
- Familiar with construction plans and specifications.

### **Full time Benefits at Whitestone:**

- Hourly compensation of approximately \$25-\$30 depending upon prior experience
- Up to 2 weeks of vacation yearly, with additional sick time and paid holidays.
- 401k with Company match and Profit Sharing after 90 days
- Health insurance options
- Family atmosphere and friendly environment
- Opportunity for advancement to project manager

### **About Whitestone Construction Services, Inc.**

For the past 25 years, Whitestone Construction has specialized in repeat customers. Since 1999 we have completed over 2000 successful construction projects with nearly 70% of our projects occurring in the Boulder County area. Projects range from \$3k - \$5M with our focus primarily being tenant Improvement with some ground up construction. 99% of all projects are commercial construction ranging from public works to private clients.