# Water Valley Land Company WATER Assistant Project Manager Job Description

# Summary

The Assistant Project Manager is responsible for communicating with those involved in a project (owners, vendors, contractors, homebuilders, utility companies, etc. The ideal candidate will be able to independently handle a variety of situations and problems that may arise--sometimes several at once--and either solve them or work with others involved to come to cooperative resolution. This position will manage/maintain project documentation, submittals, design review, meeting minutes, correspondence, etc.

### **Essential Job Duties**

- Manage projects with subcontractors.
- Communicate with clients and subcontractors.
- Assist in estimating project scope and costs.
- Provide on-site management of construction projects.
- Gather general information and requirements on current and potential projects
- Maintain quality service by following organizational standards
- Manage developer's architectural control function, reviewing builders' plans to determine the plans conform to the developer's design guidelines
- Assist with contracting process as needed

### Skills, Knowledge, Experience

- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Able to read and understand architectural reviews, construction blueprints/plans and project specifications
- Technologically literate with strong computer skills including competency with Microsoft Word, Excel, Outlook. Experience with BlueBeam preferred
- Good Internet skills, including use of e-mail programs and group messaging
- Good organizational skills and record keeping (attention to detail is critical)
- Good oral and written communication skills
- Independent Problem Solver who displays initiative
- Self-starter who can work independently
- Must be able to manage the high stress of tight deadlines
- Skill in setting priorities and managing workload

## Requirements

 Degree in Construction Management, Civil Engineering, or CM Certificate from an accredited college AND at least two years of Residential/Commercial Construction experience or development; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved

### Salary

\$45,000 0 \$50,000 annually DOE/DOQ, Position projected start date June 29, 2020

To apply, please go to <a href="www.watervalley.com">www.watervalley.com</a> and apply under the "Contact" tab, then "join our team" option.