

Description

Valeo Groupe Americas is an affiliate of Valeo Partners, which offers multinational interests in both senior and student niche housing markets through holdings in Valeo Groupe Europe of London and Madrid, and Valeo Groupe Nordics in Stockholm. The rapid growth and success of Valeo can be attributed to one founding principle: To leave it better than we found it. It is our commitment to build better, live better, and do better, and is rooted in everything we do. This principle, along with a legacy of "purpose-built" innovation, have set Valeo's foundation for investment and development strategies, community and environmental initiatives, as well as our dedication to one another. Today, built on a trail already blazed, our team of seasoned pioneers - boasting an excess of 150 years in real estate banking, investing, development, construction and management across three continents - is changing the landscape of niche housing again – making people and stakeholders happy around the world.

Current Senior Projects:

- EPOCH Ft Collins.

The Assistant Project Manager will work as part of a project team on large multi-family construction projects and will support the Project Manager in their role. The mission of the Assistant Project Manager is to, under the direction of the Project Manager, handle the majority of the project administrative duties helping the Project Team deliver a quality project on time and within budget.

Outcomes:

- Temporary Facilities: Schedule delivery and setup of onsite temporary facilities (office trailer, phone, internet service, utilities, etc.).
- Bid Tabulation:

Locate resources and grow the subcontractor/vendor pool for the project and company.

Tabulate subcontractor bids for Project Manager's review and create subcontract agreements and all exhibits.

Create and submit Request for Information (RFI) to clarify any discrepancies and/or request any further information.

- Contracting:

Create and assemble boiler plate contract documents and distribute accordingly.

Track status of submittal approvals and update logs accordingly.

Create and update drawing logs. Distribute any newly released or revised contract documents to the appropriate project team members, subcontractors and vendors.

Collect the field directive work orders from the superintendent.

RFI's log, review and submit (collect, process and issue).

Assist with communicating expectations and importance of jobsite safety.

Assist with punch list process.

- Scheduling:

Assist in the creation of the project schedule with Project Manager and Superintendent's input and update schedule on a weekly basis.

Transmit schedule to project team members, subcontractors and vendors.

Track and file daily and weekly reporting documents from the field staff.

Ensure that all materials are being delivered per the schedule.

Generate and transmit notices of non-compliance to subcontractors and vendors as needed.

- Communication:

Prepare correspondence to owner, architect, engineers, subcontractors and vendors as needed.

Attend project progress meetings along with Project Manager via webcam or in person to communicate and/or solve any issues.

- Organize and publish job meeting agenda and meeting minutes.
 - Project Close-Out

Gather all close-out documents and compile Operations & Maintenance Manuals at project completion.

- Desired Skills

Must have ability to build and update CPM schedules

- Must have ability to assist with management of project punch out and close out
- Must have ability to assist with subcontracts, change orders, owner change order requests, purchase orders, RFI's
- Must have ability to assist with producing and managing monthly job cost reports and projections
- Must have ability to write grammatically correct correspondence and reports
- Must be able to use a personal computer and be proficient with Windows based applications such as Word, Excel, and be familiar with Microsoft Project, P6 scheduling software, ProCore, as well as various other project management and construction financial accounting software
 - Relationships

Reports to Project Manager or VP Field Operations and Project Superintendent. Works frequently with Preconstruction Staff

- Growth Opportunities

Requirements

Qualifications: Associates degree required; Bachelor's degree preferred. 1-3 years minimum experience in construction field. OSHA 10 and First Aid training required. Valid driver's license and good driving record.

To Apply:

Cragon Sims | *Project Manager*

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