



# ASSISTANT PROJECT MANAGER

## OVERVIEW

---

The Assistant Project Manager (APM) will be responsible for overseeing a project from start to finish and ensuring that the project stays within budget, on schedule, and to the K2 quality standards. The APM will be responsible for initiating required action to achieve the project objectives and to ensure all project activities are consistent with contract documents and K2's policies.

## RESPONSIBILITIES

---

Essential job functions of the APM include:

- Develop construction project with owners, design professionals, and trades
- Compile and plan budget, cost estimates, & other financial estimates
- Provide monthly budget report & project status report
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits & licenses from appropriate authorities
- Create, update, and maintain project schedule
- Analyze and assist in preparation of monthly payment application
- Upload, update, and maintain documents in Procore in accordance with K2 standards
- Facilitate monthly budget review meetings, weekly field team staff members, & OAC meetings
- Analyze, review, & coordinate change orders for project
- Analyze, review, & coordinate project RFI's
- Review and send project back charges to appropriate trade
- Trade management, evaluation, & review
- Act as K2's field representative and liaison with owner, owner's representatives, & design professionals
- Quality control and support of K2 safety program
- Review and process project submittals
- Collaborate with, lead, & train team members
- Personnel evaluation & development of Senior Superintendent, Assistant Superintendent, & Laborers
- Responsible for coordination of municipal routing process for Certificate of Occupancy & project turnover
- Suggest and make recommendations for process improvements

## REQUIREMENTS

---

Job Requirements for the Assistant Project Manager include:

- Bachelor's Degree, certifications or equivalent combination of experience, certification and or education in construction related field
- Prior multi-family experience- Required
- Prior estimating and project management experience- Required
- Advanced knowledge of construction processes, techniques & codes
- OSHA 10-hour certification
- Proficient in Procore software
- Proficient in Microsoft software (Word, Excel, Power Point, Projects)
- Valid driver's license
- Superior organizational and customer service skills
- Attention to details and ability to multitask
- Ability to deliver project on time and on budget
- Labor tracking and planning experience

Interested Candidates should send a resume & cover letter to [careers@k2residentialolutions.com](mailto:careers@k2residentialolutions.com)