

Superior Roofing, Inc. is Colorado's First Choice in Roofing!

For almost 39-years in business and sound infrastructure, Superior Roofing, Inc. provides high-quality work, customer service, and support. The company has been working with premier General Contractors, building owners, and property managers to ensure their buildings are dry and perform correctly. In addition to low and steep slope roofing, Superior has a full architectural metal shop, including manufacturing our own Aluminum Composite Panels. Notable projects include Market Street Station, UC Health Longs Peak Hospital, and the CSU Chemistry and Biology buildings. For more information, visit our website at <http://www.superiorroofing.com>.

Job Description

Superior Roofing, Inc. is looking for a full-time Assistant Project Manager to provide the project management team with support for our growing business. The ideal candidate will be part of a team that writes estimates and manages commercial roofing or architectural sheet metal projects. We are looking for an assistant who is a team player with excellent organizational skills and looking to become a Project Manager.

Responsibilities

We expect Assistant Project Managers to have strong organization, customer service, communication, and management skills. The job takes on but is not limited to the following responsibilities:

- Attend trade-specific on-the-job training.
- Understand shop drawings and the ability to review specifications.
- Submittal preparation
- Materials and equipment procurement
- Familiar with bidding process management and bid preparations.
- Perform and assist on-site duties for Project Managers.
- Package warranties and prepare for close-out.
- Communication with field supervisors.
- Coordinate scopes of work
- RFI creation and response
- Make change orders and purchase orders
- Monitor progress for multiple projects simultaneously.
- Oversee and negotiate final project closeouts.

Requirements

- Authorized to work in the United States.
- Have a reliable transportation method and driver's license.
- Quick learner and tech-savvy.

- Understand the basics of Architectural Drawings and Specifications.
- Detailed-oriented and organized to operate and manage multiple projects.
- Proficient in Microsoft programs such as Word, Excel, and Office.
- Experience in the construction industry or construction management.
- Self-driven and takes initiative.

Location

- Aurora, CO
- On-site

Start Date

- ASAP

Salary

- \$55,000 - \$65,000

Application Instructions

- Please email your resume to syamashita@superiorroofing.com.

Company Information

- 14700 E 39th Ave, Aurora, CO 80011
- 303-375-0300
- <http://www.superiorroofing.com>