



Why Work Here?

"Great culture, fun, positive and successful environment."

About Rize Construction LLC:

We are a General Commercial Construction company, we are native and well-established. Looking for the right fit to our team.

Assistant Superintendent position...

Assistant Superintendent position in a fast-growing commercial construction company. Ideal candidate will have a high level of computer proficiency. Must be able to type a minimum of 50 words per minute. Must be an exceptional communicator, ability to multitask with multiple projects at a time, be an excellent time manager, detailed oriented and have hands on experience with utilization of project management software.

A bachelor's degree in construction management is desired but not required. The ideal candidate will have the desire, ability and ambition to work their way up to an executive management position with the company.

Position Description & Duties

- Must be able to build a schedule for any type of project and assist in management of construction projects from kickoff to client turn over.
- Work with project management software for office and field communication for all schedule updates, daily photos, and assigned tasks.
- Work with construction management team on subcontractor onboarding and project kickoff coordination.
- Supervise job sites with management of subcontractors for safe and successful completion of construction projects that are on time and on budget.
- Read and understand construction documents
- Schedule required field inspections
- Maintain and assure positive experience through accurate, timely, and constant communication with all clients, subcontractors, project managers and company management.
- **General Job Description;**
- Highly recommended experience in construction project management software
- Ability to manage multiple projects at a time.



- Analyze commercial drawings and specifications.
- Organize subcontractors quotations, negotiate to insure quotes meet contract documents.
- An overall understanding of contract terms and conditions.
- Ability to manage detailed communications with customers, subcontractors, project managers, estimators, admin staff and company management in a timely concise manner.
- Ability to manage detailed project notes in a timely concise manner.
- Ability to work with multiple types of accounting, bidding, and operations software specific to this industry.
- Proven ability in the Commercial Construction Industry of 3 years minimum.
- Graduate from a recognized engineering, architectural or construction management program is a plus.
- Proven ability to get things DONE in a fast paced environment.!
- Proven ability to maintain project bidding schedules.
- Proven ability to meet budgeted project construction costs.
- Proven ability to motivate and train new hirers.
- Serve as liaison between company management on all project estimating related matters.
- Responsible partly for the financial outcome of project budget vs. actual within profit margins.
- Must type a min of 40 WPM
- **General Job Duties:**
- Update management through out the week on each project, updating the schedule for every new change, daily logs, planning ahead while maintaining their calendar so their piers can understand what they have going on during the week on each project.
- Manage projects, project preparation, customer communications, subcontractors, subcontractor contracts and company status reports on all pre construction work in progress to project startup.
- Maintain and assure positive experience through accurate, timely, and constant communication with all customers, subcontractors, project managers and company management.



- Manage all change orders that require estimating assistance in a timely manner and assure they are fully executed and booked correctly to the project.
- Manage and maintain project related subcontractor data, subcontractor contracts, contractor compliance with company requirements, licensing, insurance requirements (certs), manpower (securing time commitments) etc.
- Detailed tracking of time spent on individual projects including travel time, including detailed company calendar.
- Most of all make sure that the client is overall happy throughout the project.