

# Associate Project Manager I- Denver Region

## Overview

Salary range: \$75,000-\$85,000 annually.

Holland Partner Group is seeking a talented Associate Project Manager to join our Construction Team. The Associate Project Manager is responsible for supporting the construction project team during the design and construction of a project in accordance with Holland Partner Group's Core Values.

## Responsibilities

- Participate in writing proposals and preparing components of conceptual and detailed estimates for review with supervisor.
- Review construction and shop drawings for constructability, conflicts, or other details related to construction.
- Assist in writing specifications to assigned projects.
- Assist or manage design, construction and/or close-out on assigned projects.
- Assist in preparation of change orders for supervisor's review.
- Review drawings, budgets, schedules and other project related matters with jobsite superintendent.
- Assist project superintendents with on-site duties to assure project goals and company policies are being adhered to, such as quality assurance & quality control measures, safety, documenting design changes, drafting and logging RFI's, and general observation and guidance of subcontractor work, as assigned.
- Assist in preparing subcontractor bid packages and bid tabulations.
- Assist with negotiating and drafting subcontracts for project manager's review.
- Assist with monitoring, reviewing and controlling project costs to ensure project completion on schedule, within budget, and in accordance with established goals.
- Work to optimize team effectiveness and help coordinate the project team.
- Develop and maintain productive working relationship with team, company personnel, and subcontractors.
- Monitor, enforce and maintain job safety for the project by supporting and participating in all safety programs, ensuring all crew is using required safety equipment and continually monitoring the job site to ensure safety requirements are met in accordance with Holland safety policies.
- Represent Holland Partner Group in a professional manner at all times.
- Conform to company apparel standards and set a positive example for all Associates.
- Perform all other duties as directed and assist the overall team effort in any way possible.

## Qualifications

**Education:** High School diploma required. Bachelor's degree in Civil Engineering, Construction Engineering, Architecture, Construction Management or related field strongly preferred (preference to Engineering degree).

**Experience:** Zero to three-years full-time experience with a Bachelor's Degree, as noted herein, preferably with design-build and construction experience and / or related internships. Extensive construction experience may be considered in lieu of a degree. Professional engineering or architectural registration is preferred.

**Knowledge, Skills and Abilities Required:**

- Strong organizational, analytical and problem-solving skills.
- Strong verbal and written communication skills.
- Ability to work effectively with all levels of employees while inspiring respect and credibility.
- Ability to work independently; self-starting and driven.
- Ability to read and interpret construction documents.
- Ability to solve problems and use available resources.
- Knowledge of the design-build process.
- Must be honest and prepared to work in a team environment.
- Proficient in the use of MS Office, specifically Word, Excel and Outlook.
- Ability to command a mastery of company used software such as Procore, Bluebeam and others.
- Execute assigned tasks and responsibilities using technology tools per Holland's best practices.

**Attendance:** This full-time position is exempt and requires the ability to be present and available during business hours to meet company and department needs. Additional hours or flexible schedule may be required.

**Working Environment:** This position may be assigned to a construction project site that may involve work conditions requiring protective equipment and training that conforms to OSHA and applicable state agency regulations. Office and toilet conditions may be temporary in nature. Site offices may be subject to dust, noise, and temperature variations not typically encountered in a standard office environment.

**This position also requires:**

- Valid driver's license.
- Ability to lift or move up to 20 pounds.
- Hearing and visual ability to observe and detect signs of emergency situations.
- Fluency in English both verbally and non-verbally.

**Benefits:** Holland is proud to offer a competitive and comprehensive benefits package including health care benefits (Medical, Dental, Vision, HSA, FSA), income replacement (Life Insurance, Long-term Disability) and retirement savings through our 401(k), including employer match. Supplemental benefits are also available (Accident, Hospital Indemnity, Critical Illness, Short-term Disability) and we are proud to offer our Employee Assistance Program (EAP) and Tuition Reimbursement. We offer PTO in addition to Paid Sick Leave, paid holidays and a generous Sabbatical after every 5 years of service. There are also opportunities to share in the success of the company through our profit share programs.

**Apply Directly:**

<https://jobs-hollandresidential.icims.com/jobs/8483/associate-project-manager-i--denver-region/job>