

Job Title: Assistant Project Manager
Department:
Reports To: General Manager

Other Titles Used:
Location: Colorado
FLSA: Exempt

GENERAL SUMMARY:

The Assistant Project Manager is responsible for assisting with managing a project's scope, schedule, internal and external coordination, and budget beginning with turn over from sales all the way through final closeout.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure the company is in compliance with its project contract terms and conditions.
- Monitoring and pro-actively identify and correct technical, schedule or financial issues through effective communication with external customers, and internal team members.
- Negotiate pricing and terms with subcontractors/vendors for field activities.
- Work closely with engineers and other plant personnel to ensure clarity in production requirements and develop an executable project delivery plan.
- Recommend and prepare change orders.
- Document any and all changes or directives that impact project cost, schedule, or company exposure.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelors degree in Engineering preferred.
- Minimum of 3-5 years in the precast concrete industry with significant exposure to Engineering and Project Management.
- Effective listening skills to identify client's needs.
- Must be able to self-check own work to ensure accuracy and completeness.
- Strong communication and people skills to effectively manage the project teams.