

Assistant Project Manager

Job Description

Embree Construction Group, a national design build general contractor and developer, with 30 plus years in the commercial construction industry, seeks an experienced **Assistant Project Manager** in the commercial construction industry. Ground up experience in banking, automotive, medical, self-storage and/or the restaurant industry is preferred.

*****Must be willing to travel to projects, and candidate must live in the local area.***

Responsibilities include, but are not limited to:

- Assists with managing project through bid, award, construction, and completion
- Communicates daily with owner, construction Superintendents, and internal divisions
- Manages RFI's, submittals and change orders
- Attends regular site visits as required by the project

Skills & Qualifications:

- Construction Science Degree or related equivalent degree
- Minimum of 3 years experience in commercial construction
- Project management experience, including all elements of scope, schedule, cost, risk, quality, resources and communications
- Strong problem-solving and analytical skills
- Ability to communicate clearly and concisely, both orally and in writing
- Proficiency in Microsoft Word, PowerPoint, Excel and Project
- Basic commercial construction process and procedure fundamentals

Embree offers a team focused work environment with Competitive salaries, performance bonuses, and benefits including medical insurance, paid vacation and 401(k)

****Submit, along with your resume, a list of the different types of projects you have worked on in the past.***