



ASSISTANT PROJECT MANAGER

Job Description:

Ahlrich Concrete is seeking an Assistant Project Manager whose primary responsibility will be to assist the Project Manager and Supervisor on assigned projects. This position assists in the management of the overall project direction, completion, and financial outcome. The Assistant Project Manager assists in management and/or coordination of on-site staff and gathers and distributes information. The Assistant must be flexible and adaptable team player, as well as have strong time management, communication and client service skills.

- Self-Motivated & Excellent Multitasking Skills
- Assist in Preparation and Execution of Project Plans
- Detail Oriented and Highly Organized
- Proficient in any Management Software i.e. (Microsoft Word, Excel, Bluebeam, AutoCAD)
- Strong Written and Oral Communication Skills
- Manage Project Files and Flow of Information for Assigned Projects
- Take Pictures of Project Sites
- Do Daily Job Progress with Documentation of each Project
- Responsible for Change Orders
- Assist with Submitting, Maintaining Logs and Estimates
- Assist in Management of project Permit Process
- Assist in Preparation of Bid packages and Procurement
- Assist in Cost Control and Cost Management Systems
- Assist in Managing Construction Schedule based on Project Team Input. Subcontractor Progress and materials Delivery
- Track and Inspect Material Deliveries
- Attend and/or Lead Project Meetings
- Assist in Development and Maintenance of Site Logistics Plan, in Coordination with Project Manager and Superintendent
- Assist the Estimator and Project Manager with Current Projects
- Other Related Duties as Assigned or Needed

Qualifications & Education Requirements:

- 3+ Years of Experience in the Construction Industry
- Bachelor's or Equivalent Work Experience
- Ability to Use Computer Applications such as Spreadsheets, Word Processing, Email, etc.
- Valid Driver's License
- Ability to Communicate Well with Outside Customers and Internal Staff

Compensation:

- Pay Based on Experience
- Includes Paid Holidays and 40 Hours of Vacation After Your First Year
- Schedule: Monday through Saturday
- Work Location: Le Mars, IA 51031

Ahlrich Concrete Inc. is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

<https://ahlrichconcrete.com/employment/>

712.540.3284