

# HIICompany Corp.

## Company Description

HIICompany, a General Contractor providing Superior Craftsmanship in New York City Residential Work is seeking an Assistant Project Manager to join our team.

## Job Description

- Assists Project Manager and Site Supervisor with project schedules and monitors the project schedules
- Distributes drawing and design revisions, bulletins, to Project Manager, Super and all trades
- Coordinates project team meetings, maintaining project meeting minutes and distribution
- Tracking and reporting project progress to the Project Manager
- Prepare accurate and concise contracts, subcontracts, and purchase orders
- Assists Project Manager with Assembling and preparing complete and well-thought-out estimates; perform quantity takeoffs and bid evaluations
- Prepare, expedite, and monitor logs for contract documents, submittals, request for information, change orders, material delivery and other logs as determined necessary for a successful project

## Skills and Requirements

- Holds or in pursuit of bachelor's degree in management or related field
- No experience in construction project management is required
- Proficient in Microsoft Office
- Strong written and oral communication skills
- Ability to plan and organize and work well in a team environment
- Ability to work effectively under pressure
- Strong analytical and problem-solving skills
- Excellent multitasking skills, being able to manage multiple projects at the same time
- Ability to efficiently allocate your cognitive resources to achieve thoroughness and accuracy when accomplishing tasks, no matter how small or large