

GDI Construction LLC is the construction division of our parent company, Madd Equities, LLC. Madd Equities / GDI Purchases and develops our own properties. Presently, we have multiple projects, many we are self-performing and other properties we have contracted to other general contractors solely due to being overburdened.

Presently, we are looking to hire a minimum of 2 Entry Level Assistant Project Managers to assist on 2 construction projects (Ground-Up & Fit-Out).

The 1st project is a 12 story mixed use 100,000 square foot building currently under construction in uptown Manhattan.

We are using Procore, Oracle Primavera, Bluebeam, Microsoft Office (Word, Excel, etc.). Knowledge of these programs preferred but not required, we will train.

The applicant will be part of the team and participate in all facets of the construction from Pre-Construction to completion and TCO.

The 2nd project is a 250,000 square foot build out / Retrofit of an existing building in the Bronx. This building is a commercial office fit out (actually for NYC HPD).

The APM will be working directly with the Project Manager and Project Superintendent on-site daily.

The job description includes but is not limited to:

- Proper planning of projects, scheduling, and coordination
- Material / scope take offs
- Creating, managing, and adequately supervising the project budget for all assigned projects
- Processing of all construction documents, submittals, RFI's, invoices, etc.
- Resolution of issues or problems involving material delivery, contract administration, and labor disputes
- Management of tools and equipment
- Adequate and efficient forecasting and management of budgets
- Collaboration with project teams to facilitate on time and budget delivery
- Researches and compiles information about licenses and permits needed for a certain job

We are looking for applicants that possess the following qualities:

- The organization, efficiency, and responsiveness to internal and external client needs
- Leadership skills by establishing relationships with workers
- Critical thinking and decision making skills that help to assist with the smooth running of the project
- A Bachelor's degree or Associate degree in fields such as Engineering, Construction or Project Management
- Possession of adequate clerical skills to support the construction project manager.

Both positions offer a generous starting salary (60k-80k), 6 month initial & annual reviews, health insurance as well as paid vacation, personal days and project bonuses.

Please Contact,

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or Austin Johnson, Project Manager at

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Thank you.