**Assistant Construction Manager**

Georgica Construction, is an affiliate of Georgica Green Ventures, a vertically-integrated real estate development company focusing on multi-family housing, from supportive affordable, mixed-use to market rate projects, within the greater New York metropolitan region.

In support of our active pipeline, we are seeking a collaborative Assistant Construction Manager with commercial or multi-family construction experience to join our team. This role will be responsible for supporting the VP of Construction and various on-site construction field teams with analyzing and developing reports, meeting agendas/notes, correspondences, project awards, invoices and assist with development and management of project budgets, schedules and project controls. The role also assist in day-to-day supervised activities related to the development of a construction project including business and project financial management, project safety protocols, subcontractor relationships, quality control, and project coordination.

In order to succeed in this position, the candidate must be highly organized and have excellent time management skills.

At least 3 years of commercial or multi-family construction experience is required.

Interaction with other departments from Finance, Development, Design, Leasing and Property Management are also anticipated.

Essential Duties & Key Responsibilities:

* Assist with project start-up activities and provide support to Project Engineer, Project Superintendent, and/or Project Manager.
* Assist with collection and review of information and approvals for processing shop drawings, submittals, and Requests for Information (RFIs).
* Assist with preparation and distribution of information for contract requirements to appropriate parties.
* Assist with preparation of estimates for changes in work from subcontractors.
* Attend project site visits to observe and document construction field activities.
* Assist with preparation of and conduct correspondence and communication as directed to Architects, Engineers, vendors, and subcontractors in connection with performing their assigned trades.
* Assist with communication to Trades and subcontractors to understand and track job schedules.
* Assist with monitoring contractor compliance with company’s safety program, as directed.
* Assist with preparation of quantity take-offs and studies for project items using either traditional or computer-aided programs, learning and discussing details necessary to complete project.
* Request and distribute subcontractor proposals relative to their scope of work to assemble proposals for delivery system.
* Assist with project close out preparations.
* Support project team with meeting coordination, material tracking, file management, document control, and progress reporting.
* Provide progress reports to supervisor and be receptive to learning about construction management.
* Maintain professional relationships with employees, customers, clients, and subcontractors.
* Other activities, duties, and responsibilities as assigned.

Qualifications:

* Bachelor's Degree in Construction Management, Civil Engineering, Architecture or a related field recommended
* 3+ year of construction management related experience
* EXPERIENCE WITH PROCORE IS REQUIRED
* Familiar with reviewing design documents and specification
* Ability to multi-task in a fast paced environment, a collaborative time player with a positive attitude
* Working knowledge of multi-family design and construction including relevant building systems and components, common project delivery methods/software and industry nomenclature
* Knowledge of RFI process, contract document control, preparation of change order review and ability to assist in preparation of time and cost schedule forecasts
* Must be collaborative, detailed oriented with effective interpersonal skills
* Problem-solving ability and strong sense of urgency
* Able to take direction, learn and process information quickly, follow tasks through to completion
* Business computer and data entry skills including MS Office Suite of application required. Bluebeam knowledge beneficial
* General familiarity with general contracts, subcontractor documents, drawings, and specifications, desired
* Some travel to project sites may be required, access to reliable transportation required