



# Apple Restoration and Waterproofing, Inc.

61 Jefferson St., Brooklyn NY, 11206

Assistant Project Manager (Job Opening)

## Job Summary

Apple Restoration and Waterproofing, Inc. is seeking an Assistant Project Manager/Estimator to join the team. Assistant Project/Estimator will work in conjunction with Project Executive and Project managers.

## General Responsibilities

- Drawings and Specifications review (contract documents)
- Drawings Take-Off
- Review of RFI's and submittals
- Creating construction schedules
- Evaluate changes and subcontractor change orders
- Meet and speak with clients to provide consultive services
- Attend Job Site Meetings

## Minimum Requirements and Qualifications

- Pursuing a bachelors degree in Construction Management, Civil Engineering or related field
- Experience in Microsoft Office Suite
- Knowledge of cost estimating
- OSHA 30 preferred, additional OSHA training or certifications

## Company Info

Apple Restoration and Waterproofing, Inc. is a leading company in the historic preservation and masonry contractor. With 38 + years of experience we have successfully completed multiple projects, both small and large, throughout the tri-state area.

Resumes can be send to: [hr@applerestoration.com](mailto:hr@applerestoration.com)