



ASSISTANT PROJECT MANAGER

Job Description

Better Image Contracting,

The Better Image team provides an exceptional customer experience during the life of our building projects. Customized personal service and client satisfaction are what sets us apart from our competitors; with experience in all phases of construction from acquisition through design, construction administration and project closeout, consistency is the key.

We focus on providing a seamless process to deliver our customer's projects on schedule and within budget. With our experienced team of resolute and highly knowledgeable professionals, the Better Image team continues to create relationships with developers, architects, consultants, sub-contractors and suppliers that withstand the test of time and ensure that our customers and their projects receive the attention they expect.

Position Summary: Reporting to the Senior Project Manager (SPM), the Assistant Project Manager (APM) will work as part of an integrated Construction Project Management team providing oversight and support of the Design Team, other Consultants and Construction Contractors to help ensure a successful completion and delivery of the overall Project in accordance with the Employer's Requirements (i.e. Safety, Quality, Budget, and Schedule).

Specific Job Requirements Include but are not limited to the following:

- Assist the PM in the review and development of a detailed working knowledge of the design documents, budget, schedule, and other related contract documents.
- Assist in identifying and providing input on long lead and critical path items.
- Develop a knowledgeable understanding of all required permits and assist in obtaining and managing their renewals.
- Participate as an active team member at all regularly scheduled Project Meetings as well as Contractor coordination meetings.
- Support the PM and fellow team members on all contractual and payment certification issues as necessary or requested for the day-to-day running of the Project.
- Assist in preparation of subcontracts, Scopes of Work, Bid-comparison, Schedules of value.
- Assist PM in oversight of subcontractors to ensure that all necessary documents, insurance and bonds are received, up to date and approved prior to subcontractor performing any onsite work.
- Assist in managing all documents and submittal collections and distribution to ensure prompt processing.
- Assist in project scheduling, preparing look ahead schedules and updated project schedules for monthly reporting, coordinate deliveries.



- Collaborate with design team, field team and subcontractors to ensure project is completed in accordance with contractual and relevant industry standards.
- Assist in the drafting, submittal and tracking of RFIs. Maintain RFI Log. Distribute and Review RFIs and log with Superintendent and related parties.
- Assist PM in the review of in-field progress status with Superintendents.
- Assist in invoice review and processing.
- Assist in providing oversight and verification of all project coordination plans with responsible members of the design team.
- Assist in interpretation and determination of Employers Requirements/ Contract Documents in coordination with responsible members of the design team.
- Assist in the review and approval process for all submittals.
- Assist PM with issuance of instructions to subcontractors.
- Provide support and coordination with the project's Environmental Coordinators/Consultants as activities related and/or interface with MEP systems.
- Actively participate in coordination providing oversight and support during the MEP systems start-up, testing, and commissioning process
- Actively participate and support on contractual issues as necessary or requested related to achieve a smooth and complete close-out process.

Education: AAS or BS Degree in Construction Management, Architecture or Engineering

Experience: Two to five years of experience in Construction Management including design, construction field coordination, verification, and project management.

Specific experience in managing mid-rise commercial building projects within the New York City metropolitan area is desirable but not absolutely necessary.

Assistant Project Manager Qualifications and skills:

Self-motivated ♦ Ability to follow directions and take initiative when required ♦ Has strong interpersonal skills to build and maintain healthy relationships with Main Office personnel, Design team members and Sub-contractors ♦ Exhibits excellent ability to function well in a fast paced atmosphere ♦ Excellent communication, and organizational skills ♦ Acts professionally ♦ Ability to adapt quickly and balance priorities ♦ Aptitude for research such as materials and codes ♦ Computer Literate ♦ Familiarity with Microsoft Office, Procore, CPM schedule software