

PROJECT MANAGER ASSISTANT

REPORTS TO: Project Manager
SUPERVISES: None
PAYROLL STATUS: Non-Exempt

PURPOSE OF THE POSITION: Performs technical and skilled administrative functions related to job progress.

ESSENTIAL FUNCTIONS: Reviews submittals for adequacy using the specification book as a guide; processes submittals for approval and/or return; tracks status of the submittals; files all submittals and sets up job files; tracks purchase orders and subcontracts; tracks change orders including updating log; tracks and maintains RFI logs; tracks and assist in project schedules and updates; insures time cards are received in a timely manner; attends key meetings; answers designated requests from owners, architects, subs and suppliers; interfaces with superintendents regarding schedule and delivery dates; interfaces with in-house mechanical division to ensure timely submittal of required data, shop drawings, etc.; prepares and sends all red hot documents, i.e., correspondence, subcontracts, purchase orders, etc.; tracks and monitors all project correspondence; expedites monthly invoice and insurance certificates; prepares, maintains, and submits for final approval warranties, as-builts, operations manuals, etc., required for closeout.

EDUCATIONAL SKILLS AND EXPERIENCE:

Required: High school graduation supplemented by above average clerical and computer skills.

Preferred: Formalized training beyond high school including technical background relating to construction.

EQUIPMENT USED: Computer, typewriter, Dictaphone, calculator, telephone, facsimile machine, copier, blueprint machine, document-binding machine.