



CAREER OPPORTUNITY

ASSISTANT PROJECT MANAGER

RW Dake Construction is an established construction and general contracting leader across many industries from banking to healthcare to manufacturing, serving clients throughout New York State and the Mid Atlantic.

Job Title: Assistant Project Manager

Job Classification: Full Time Position

Location: New Jersey Office

Overview: The candidate will assist Project Managers in conceptualizing, organizing, and executing construction projects.

Responsibilities:

The responsibilities/functions may include but are not limited to the following:

- Learning and performing estimating and project takeoffs.
- Learning and carrying out the project bidding process.
- Learning, building, understanding and maintaining a project budget.
- Learning and understanding the RFI process.
- Learning and understanding the submittal process.
- Learning and understanding various forms of contracts.
- Learning to prepare and maintain a project schedule.
- Scheduling and attending project meetings.
- Learning and understanding project drawings and specifications.
- Learning and performing the punch list process.
- Learning and understanding the change order process.
- Learning and understanding the project close-out process.
- Learning and understanding the billing process, pay applications and lien waivers.
- Learning and understanding insurance requirements, relevant laws and bonding.
- Learning and understanding the importance of effective communication.
- Learning and understanding the importance of quality control/quality assurance.
- Learning and understanding the importance of customer relations.

Required Competencies/Skills:

- OSHA 10
- Strong problem-solving skills
- Ability to multitask
- Exceptional attention to detail
- Strong written and verbal communication skills
- Ability to work in a fast-paced environment
- Willingness to take initiative and accept responsibility for assigned tasks
- Experience with MS Office and ability to learn company-specific programs and software
- Two years construction industry experience preferred
- A degree in Construction Management, Design or Engineering a plus

To Apply:

Interested and qualified applicants should submit a cover letter and resume to Marc Brown, General Counsel at mbrown@rwdake.com

RW Dake Construction is an equal opportunity employer. We consider candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.