

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 the Northeast and Mid-Atlantic.

Job Title: Assistant Project Manager

Job Classification: Full Time Position

Location: Albany, NY

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