

Requirements

Eland Electric Corp. is currently seeking an Assistant Project Manager. The Assistant Project Manager is responsible for assisting the Project Manager and project teams through support and collaboration in a variety of functions including evaluation, organization, execution, and reporting of project management assignments on electrical projects.

Assistant Project Managers work within established processes and systems with the overall objective of managing/coordinating and completing project activities while maintaining compliance with purchase orders, contracts, and design standards encompassing project safety, quality, value, timeliness, and profitability.

The Assistant Project Manager's primary responsibility is to support the Project Manager and Superintendent in the successful completion of assigned projects. The Assistant Project Manager participates in managing project financials, and client relations. Occasional travel is required. This position reports to the Project Manager

The role will provide an opportunity to understand and develop solutions to meet Project Management needs and Client requirements for the successful execution of projects. Using a variety of industry and proprietary software tools, and under the direction of project leadership, you will perform the following tasks:

Essential Skills and Responsibilities

- Cultivate strong relationships with Project Managers, Project Supervisors, clients, design partners, and other key project stakeholders.
- Aids in the construction management process of assigned projects including, but not limited to, reviewing client contracts, participating in the preconstruction and bidding process, overseeing submittals and RFI processes, coordinating purchases and resolving issues with subcontractors, analyzing self-perform activities with respective groups, and leading timely project closeouts.
- Track, review and process Change Proposal Requests, Change Orders, Owner Payment Applications and, if applicable, claims.
- Monitor job costs, maintain accurate reports and assist the Project Manager and Superintendent in preparing quantity reports and analyzing the project costs.
- Assist Project Managers in creating and maintaining overall project schedules and 3-week look ahead schedules, ensuring all activities and team members align.
- Assist in managing the field and project team successfully and collaboratively.
- Manage project files and flow of information for assigned project.
- Draft subcontracts and purchase orders.
- Perform site safety walks, promoting and enforcing safe work practices.
- Use project management and scheduling software consistently and accurately.
- Attend company and industry events including meetings, trainings, workshops, etc.
- Performs other related duties as assigned.

SKILLS & QUALIFICATIONS

- Bachelor's/Associates degree in Construction Management, Assistant Project Management, or any formal construction-related and professional experience.
- Advanced knowledge of construction principles/practices required.
- Experience in managing field staff and building relationships with team members.
- Strong work ethic and desire to work in a team environment.
- Excellent written and verbal communication skills, with a proven ability to interact and multitask with company's Project Managers team, company's project supervisors, sub-contractors, vendors, and clients.
- Demonstrate ability to organize and prioritize work under pressure to meet deadlines.
- Ability to multitask and learn to adapt quickly while maintaining strong attention to detail and customer service.

- Ability to work independently at times.
- Working knowledge in MS Office tools, MS Word, and MS Excel with emphasis on creating and maintaining detailed, interactive spreadsheets, workbooks, and databases. Proficiency in Microsoft Projects. P M Software, and Bluebeam.