

Assistant Project Manager / Assistant Superintendent

JOB POSTING

The congress Companies is seeking an experienced Construction Assistant Project Manager/Assistant Superintendent to join our team. We are a merit shop construction firm specializing in the Senior Living/Health Care and Multi-Family Residential market sectors throughout New England and New York. We provide Pre-Construction Strategy, Construction Management, Design/Build Turnkey, and Development services. Our 60 plus years of experience, consultative approach, and commitment to quality on every level add value to each partnership we form and every building we complete.

The Project Engineer will assist Project Managers and Superintendents with the various Project duties and deliverables including:

Project Management Responsibilities:

- Assist with Estimating, Preconstruction, Subcontractor Buyout, Procurement and Management
- Management of the project closeout documentation process
- Management and review of the Submittal and RFI process
- Coordination between the construction team and the project Architect
- Assist with processing and reviewing subcontractors' monthly requisitions
- Maintain electronic and hard copies of project documents
- Evaluating RFP's and soliciting pricing from subcontractors and suppliers
- Tracking material procurement

Field Operations Responsibilities:

- Assist with project progress documentation including observations, photos, inspections, and reports.
- Perform, inspect and document quality control and safety measures put in place by the Company and the Superintendent
- Assist, implement and manage the site logistics and construction management plans with the Superintendent
- Create and update project punch lists utilizing Procore Construction Management Software
- Attend and document project meetings including Owner/Architect, Subcontractor, and special meetings

Minimum Requirements:

- Should possess a BS degree or equivalent education/work experience
- Minimum 2 years construction industry experience
- Exceptional communication skills
- Strong organizational and time management skills
- Strong work ethic
- Ability to work in fast paced atmosphere
- Must be willing to work stationed in the field or the office as the demands of the project require
- Must be willing to travel
- Must have a valid driver's license without restrictions and a reliable vehicle
- Must be physically able to navigate the rigors of an ongoing building construction site

This position is a great fit for a dedicated team player with excellent verbal and written communication skills. This is an excellent opportunity for career growth.

Email you cover letter and resume with prior project list to: careers@congressconstruction.com

We are an equal opportunity employer and offer a competitive salary and excellent benefit package.

NO PHONE CALLS PLEASE