

**Assistant Project Manager**

Well established General Contractor located in Lowell, MA is seeking a qualified individual to join our office support staff. The right candidate will possess time management, organization, multi-tasking, and strong communication skills. This position holds a requirement of strong computer skills. The candidate must be able to fully utilize Microsoft Office/Outlook, Adobe Acrobat Pro, Timberline Construction, various Internet applications (such as Drop Box), and have the ability to learn new software with ease. The desired candidate will have 1-2 years' experience in a related role, and construction experience is a plus.

**Job Description:**

This full time administrative role will support various areas of daily construction office operations. The following items are an example of tasks that will be performed in this role. This listing is a sample, and will be more detailed upon interview/hire. Prior experience with these tasks is not required, but is a plus if already a possessed skill.

- Participates in weekly construction meetings and records meeting minutes
  - Prepares meeting minutes and review with PM
  - Send out meeting minutes/PCO Log/Submittal Log/Progress Photos to the team
- Maintain drawing revisions and sketches in Prolog.
  - Enters new revision dates in Prolog and update Dropbox account
  - Prepare current drawing list for distribution
  - Distributes revised drawings & sketches to subcontractors.
- Assistant in obtaining pricing for Potential Change Orders
  - Distribute documentation to subcontractors and vendors for pricing
  - Monitor to ensure pricing is returned in a timely manner
- Prepare Purchase Orders for PM review which shall include to subcontractors & vendors.
  - Obtain pricings from subs/vendors
  - Prepares budget comparison sheets
- Assist in preparation of monthly requisitions for project funding
  - Track and prepare workforce paperwork as required by the Owner
  - Track subcontractor and vendor invoices
  - Track partial lien waivers
- Assist in processing submittals sent for approvals by Architects and Engineers.
  - Track and upload approved Submittals to Public Folder and Drop Box
- Assist in Requests for Information process to include
  - Prepare RFI and associated documentation and submit to Architect/Engineer
  - Track status and issue RFI to affected subcontractors and vendors
  - Upload RFI's and associated information to Public Folder and Drop Box
- Assists the project management & estimating team with any additional duties
- Maintain multiple data entry files/logs
- Collecting of daily report data and managing project files

**Position Requirements:**

- Full Time 40 hours per week Mon-Fri 8am-4:30pm
- Very Strong Computer Skills
- Time Management/Strong Organization Skills
- Ability to multi-task, and handle extra work load as needed
- Willingness/Ability to learn

**Position is full time and will be based out of our Lowell, MA office.**

**Competitive salary based upon experience along with an excellent benefit package that includes paid holidays, earned vacation/sick time, health, dental, 401k, LTD and life insurance.**

**Please send resume and cover letter to [apply@Aberthawcc.com](mailto:apply@Aberthawcc.com)**

**\*\*\* Please, no phone calls about the position \*\*\***