

# Assistant Construction Manager

## Job Description:

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Position will work and train directly with our construction Manager, project manager, office staff and crew assisting in scheduling and contracting work, maintaining data bases and meeting with field managers and superintendents. Position will help manage multiple crews over multiple concurrent projects. Position will manage field work associated with current and new accounts. Must have excellent multi-tasking and communication skills. Must be willing to train on all processes and procedures within company. Must be fluent in English. This position will organize and act as a liaison between superintendents and construction manager as needed on a daily basis to coordinate project scheduling and facilitate the needs of each individual project. Must be able to follow directions, written and verbal and manage Microsoft suite, outlook mailbox/Microsoft 360 and QuickBooks, and all other web related portals and programs or have the ability to learn to do so. Are you willing to learn? We will train the right candidate.

## Job Qualifications:

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- Energetic self-starter, demonstrates initiative
- Must have valid driver's license and good driving record
- Excellent communication and interpersonal skills
- Excellent organizational skills
- Excellent time management skills
- Command of the technical requirements to maintain database information (or ability to learn)
- Eye for detail
- Ability to lead and inspire others (manage multiple crews concurrently)
- Results and action oriented
- Effective problem-solving skills, ability to handle adversity
- Performs and demands excellent quality in work
- Teamwork oriented, Customer centered and focused
- Team Leader
- Focus on learning and self-development
- Technically competent and skilled/Willing to train on QuickBooks and Microsoft Suite applications including Excel, Outlook/ Microsoft360
- Must speak, read and write fluently in English
- Must be able to work in The U.S.

## Job Requirements: Will Train the right candidate

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- Facilitate and effectively communicate between Grand-View Construction manager and the property management companies and Builder Superintendents
- Utilize office email systems to communicate effectively with customer base for various needs
- Coordinate and Assist in goal setting, planning and project scheduling
- Develop relationships with general contractors, builders, commercial developers, property managers and others
- Conduct site inspection and assessment with Estimators/Designers and/or Construction Management to determine qualities that will affect project
- Maintain, record and track all proposals in progress with timely follow-ups as needed
- Properly utilize company software
- Ability to effectively manage multiple construction crews over multiple projects
- Anticipate customer needs with positive solutions in a timely manner, assist in the sales of change orders and extra contracted work
- Make job project purchases following procedure/record keeping
- Help give weekly safety meetings
- Ensure that all safety requirements are being followed on all job sites
- Be able to Speak, read and write fluently in English
- Be able to work as scheduled
- **Other duties as assigned**

## Contact Information

Phone: 360-253-9317

Email: [2GrandViewLandscape@comcast.net](mailto:2GrandViewLandscape@comcast.net)

Fax Resume: 360-891-8484

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<b>Salary</b>	\$18-22.00/Salary Pay D.O.E./Negotiable	<b>Experience Required</b>	Above
<b>Career Level Required</b>	Entry level	<b>Job Type</b>	Employee
<b>Education Required</b>		<b>Job status</b>	Full Time

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