



Assistant Project Manager – Long Island

Position Overview:

The Assistant Project Manager provides full time support to the Senior Project Manager and/or Project Manager and frequently interacts with the clients, consultants and contractors. S/he is responsible for ensuring that all aspects of our services are being delivered to the highest level to ensure client satisfaction.

Duties and Responsibilities:

1. Manage day-to-day project activities. Under the supervision of a Project Manager s/he is responsible for analyzing, monitoring, and preparing cost exposure reports and cash flow projections, maintaining comprehensive budgets, monitoring and maintaining schedules
2. Manages daily staff assignments and participates in monthly staff meetings
3. Participates in all project meetings, takes meeting minutes and distributes to all project team members in a timely fashion
4. Assists in the preparation of all RFP/bid packages and managing the bid process
5. Responsible for solicitation, evaluation and selection of the architect, other sub-consultants and the contractor/s
6. During the design management process, assists in the preparation of estimates and value engineering analysis, peer reviews, and constructability reviews
7. Process all submittals, request for information, shop drawings, substation requests, change proposals and change orders
8. Assist the Project Manager with the overall plan for construction of the project
9. Assists in the preparation of daily, weekly and monthly reports that discuss, in detail, the status of the project
10. Assist in the development of cost estimates of assigned projects
11. Issues subcontracts and purchase orders with approval from Project Manager
12. Assist in the preparation of the job start-up and close-out checklists
13. Assist the Project Manager with preparing the Master Cost Breakdown
14. Ensure agreements, insurance certificates, bonds, and other documents are executed accurately as required to protect the interest of the Company
15. Assist the Project Manager in developing the monthly job status report and participate in the preparation of the Cost Analysis Worksheet
16. Assists in expediting payment from the owner and expedite prompt processing of invoices and prompt payment through to subcontractor for amounts due to them
17. Assist in the preparation of change proposals, negotiate change orders, execute change orders, issue change orders to subcontractors and others and prepare revisions to the master cost breakdown as a result of change orders and management revisions

Supervisory Responsibility:

None.

**Qualifications:**

- Bachelor's degree in construction, design, architecture, engineering or related field. A minimum of three (3) years of related experience; or an equivalent combination of education, training and/or experience. Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office suite. Demonstrated ability to read, understand and interpret contract and insurance documents and forms, and make appropriate recommendations. Demonstrate strong interpersonal skills with the ability to work with individuals at all levels, both internal and external.
- Computer and Internet use is required
- Experience in Procore is preferred
- Prior experience working within construction, design, architecture, engineering or related field preferred

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 7:30am to 4:30pm.

Travel:

Travel will be in the Metro NYC area.

Physical Demands and Work Environment:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

This job operates in a professional office environment with usual office working conditions, free of disagreeable elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. On an occasional basis, the employee may travel to and work at a job site location or client office location and be in a trailer or other temporary structure. The noise in this work environment may be moderately loud.



PIZZAROTTI LLC IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status and any other established protected categories

To apply, please email your resume to info@pizzarotti-usa.com.