

Assistant Project Manager

Primary Function

The APM candidate works under the direct guidance of the Senior Project Manager and supports assigned projects with necessary technical expertise. The APM is accountable for communicating with personnel and clients and executing the mission, values, goals and objectives of RCCI. The APM must be punctual, bring a positive “can do” attitude, possess excellent leadership, training, communication and management skills and take advantage of opportunities to grow in their craft.

Responsibilities

- Self-source and work closely with sales and marketing department to procure and work client leads.
- Show a professional and respectful demeanor with clients, co-workers and subcontractors in actions, attitude and language.
- Maintain complete confidentiality of information pertaining to the company and other proprietary information.
- Assist PM with project goals and documents (e.g. take-offs, estimates, budgets, permits, contracts, subcontracts, etc.).
- Assist PM in addressing current and past client concerns.
- Facilitate communication/coordination with clients, subs and Ramey employees throughout warranty period.
- Coordinate design elements with Engineers, Architects and Design professionals.
- Work with field supervisors to ensure that personnel, materials and equipment are available to complete scheduled work.
- Own project goals, financial targets and required paperwork for weekly and monthly projections and other reports to the staff, clients and CEO.
- Keep technical and industry knowledge up to date.

Minimum Requirements

- High School Diploma or GED equivalent.
- Must have a well-rounded understanding of the general building process, sequencing, and critical path management. Field experience is desirable.
- Must be self-motivated and able to work both independently and in a team environment.
- Hold a valid driver’s license with a driving record deemed insurable.
- Expert with construction drawings in order to provide estimates and assess potential design issues with viable solutions.
- Computer literate with PC and iPad using MS Office suite.
- Proven ability to establish and complete tasks, organize and prioritize schedules and allocate resources by a deadline.
- Proven ability to resolve complex problems quickly and efficiently.
- Willingness to perform other duties and tasks as assigned.
- Must be able to satisfactorily complete safety programs as required.

The “Ramey Way”

Ramey Construction’s mission is to build a better community inside and outside the walls of our company by demonstrating integrity, passion for hard work and world class craftsmanship in everything we do! A finished product that reflects our innovation, passion and pride in what we do is what drives us to be the best of the best. If there is a problem, we find a solution. If a design detail doesn’t work, we address it. If something can be done better, we do it. This is the “Ramey Way.”

At Ramey Construction (RCCI), our management team is committed to our “people first” value through honest and open communication with our employees. To this end, we are intentional about demonstrating the value of our workers by providing a career where personal and professional advancement is not only possible, it is encouraged.

Benefits

- Competitive pay based on experience
- Insurance: medical, dental, vision, life
- Matching 401k
- Paid time off

Contact: Apply online [here](#) or send resume to info@rameyco.com with “Assistant Project Manager” in the subject line.