

Full time position for Junior Project Manager

Under the general direction of the Project Manager, the Junior Project Manager provides diverse project management support functions for engineering and construction.

Responsibilities

- Support construction activities by planning, organizing and implementing the following functions: project controls system, subcontracts and materials management, purchasing and scheduling.
- Assist Project Management in estimating, cost control and processing change orders.
- Work with Project Manager to create, update, and publish project schedule
- Perform material takeoffs from drawings and material qualifications from specifications and other contract documents
- Attend subcontractor job walks.
- Review and qualify subcontractor bids
- Assist Project Management to review data for transmittal to the customer, vendors and subcontractors.
- Assist in the maintenance of basic project recordkeeping and correspondence functions including daily reports, photographs, requests for information (RFIs), and memorandums
- Work with customer for scope, schedule, cost, and project review, as well as, communicating delays to Project Management on an as needed basis
- Work with Project Manager to manage and oversee Field/QA program
- Provide field support and supervise subcontractor operations
- Attend all required GC and Sub-contractor meetings.
- Assist Project Manager in coordinating and facilitating various meetings -- both internal and external.
- Assist in reviewing and analyzing historical data relative to the project, incorporating various productions and costs appropriate in preparation of a bid

Qualifications

- 2+ years experience in assistant project management role
- 3+ years experience in tenant improvement build-out construction preferred
- Ability to read & interpret construction plans and specs
- Strong multi-tasking and organizational skills
- Able to handle a very fast paced working environment
- Excellent verbal and written communication skills
- Strong time management and analytical skills
- Excellent client-facing communication skills
- Working knowledge of Microsoft Project, Microsoft Excel, Word and Outlook

- Responsible, eager to learn, and not afraid to ask questions. Have a sense of urgency and are driven to succeed. Self-motivated, organized, can work with minimal direction, manage your time well, and are willing to do what it takes to get the job done
- Maintain clean DMV record

Physical Requirements Include:

- Ability to lift, push, pull, and carry up to 50 pounds
- Ability to stoop, crouch, bend, kneel, and climb
- Ability to drive, including the ability to remain seated for long periods of time.
- Ability to stand or walk for extended periods of time, including climbing ladders and/or stairs.
- Manual dexterity to utilize necessary tools and operate standard office equipment such as keyboards, copy machines, and other devices as necessary.

Please email resumes to mcozzitorto@occonit.com for consideration.