

## **Assistant Project Manager**

Best Contracting Services, Inc. (BEST) has been providing services to the construction industry since 1982. Specializing in the building envelope, BEST serves Industrial, Commercial and Institutional property owner clients in both the private and public sectors. BEST's services include all facets of Roofing, Waterproofing, Glazing, Architectural Metal Wall Panels and Sustainable systems including Solar PV, Daylighting and Vegetated Roofs. BEST's main headquarter is located Gardena, CA, with a second satellite full-service facility located in Union City, CA.

BEST is currently looking for a dedicated entry level **ASSISTANT PROJECT MANAGER**. This is an excellent opportunity to provide project management assistance and be part of a growing company.

### **JOB RESPONSIBILITIES:**

Under the direction of a Project Manager, the Assistant Project Manager may:

- Assist Project Manager and Superintendent in coordinating the activities of a project to ensure cost, schedule, and quality standards are met. Exercise independent judgment related to day-to-day administration of projects
- Assist in obtaining pricing for the development of cost estimates
- Assist Superintendent with the implementation of job site safety procedures, notifications, signage, supplies, coordinating the work of each crew, and equipment
- Assist Project Manager in communicating effectively with the Owner, prepare agendas and record minutes of project and team meetings
- Assist Project Manager in verifying submittal conformity to ensure scope of work and schedule is properly documented and understood
- Maintain document control, including reviewing, understanding, logging and distributing the following:
  - Request for Information (RFI)
  - Submittals
  - Project Cost Reports
  - Change Proposals
  - Change Orders
  - Architect's Supplemental Instructions (ASI)
- Review contractor changes and design professional additional service requests
- Assist in the development of punch lists and the follow-up necessary to ensure timely completion of punch list work
- Develop and maintain professional working relationships with existing clients
- Providing follow-up with vendors, subcontractors and clients to ensure approval and return of all project documentation
- Using the company accounting software to run project reports
- Provide additional administrative support to Project Managers, Project Engineers and Superintendents for submittals and job closeout documentation

**DESIRED CANDIDATE Qualifications:**

- Bachelor's degree in Civil Engineering, Construction Management, or Architectural Degree
- Knowledge of construction principles, techniques, and procedures
- Ability to read architectural plans and specifications
- Proficient with Microsoft Excel and Word, and other construction related software
- Ability to effectively present information in oral, written and graphic form
- Ability to communicate effectively with management, staff, and outside entities
- Demonstrated skills in organizing and evaluating information and in proactively finding solutions

***About Us:***

BEST offers competitive compensation and benefits package, including medical, dental and vision insurance, 401K, vacation/sick pay, paid holidays and discretionary performance based bonus plan.

We serve the following core market sectors:

- Healthcare
- Commercial
- Hospitality
- Higher Educations/K-12
- High Rise Residential

Qualified applicant to submit resume with cover letter and references.