



**BENJAMIN FRANKLIN**  
INSTITUTE OF TECHNOLOGY  
YOUR PATHWAY TO SUCCESS



## **ASSISTANT PROJECT MANAGER**

### **About this Company:**

Superior Drywall, Inc. is a full-service Drywall Subcontractor based in Fall River, MA serving clients in South Eastern MA and RI in Academic, Healthcare, Hospitality, Retail, Restaurant, Supermarket, Corporate, and Residential sectors. We offer exceptional benefits including health, dental, 401K, paid vacations, holidays, and sick time. For more information visit [www.superiordrywall.com](http://www.superiordrywall.com) – Equal Opportunity Employer.

### **Position Description:**

The Assistant Project Manager acts as a resource to the Project Manager(s) by assisting in the planning, scheduling, and implementation of the construction process, to help ensure that the project meets the schedule and is completed within the budget.

### **Job Responsibilities:**

Assist with project(s), in accordance with company standards and in a timely manner taking into account such factors as project schedule, submittal review process and long lead time materials and equipment.

- Coordinate the submittal process with the schedule, review process and material lead times.
- Coordinate RFI's to address issues with interpretation of plans and specifications, missing information, incorrect details, incomplete information and other issues that require the direction of the Architect and Engineers.
- Ensure that all required project documentation is completed in a timely manner, and maintained in the appropriate master project files inclusive of Daily reports, accident reports, and submittals, bulletins, drawing logs, sketches and as-built drawings.
- Prepare & assist with safety and accident reporting as required
- Help enforce all Superior Drywall, Inc. Health and Safety Plan regulations.
- Assist in the tracking and cost control to avoid cost overruns
- Coordinate, track and receive timely approval of Change Orders
- Assist in the coordination of invoice approvals

- Coordinate timely completion and submission of project invoices and requisitions to the client, and providing follow up with client when required to ensure timely payments are received.
- Communicate with senior management in a timely manner if delays in payment are encountered
- Assist in meeting minutes recording and follow-up
- Distribute drawing revisions and address issues
- Assist in the assembly of close-out documents
- Ability to identify and analyze problems and track a path to an acceptable solution
- Prepare Spreadsheet of Vendor Pricing for review by Project Manager

**Desired Skills and Experience:**

- Experience working with contracts, plans, and specifications, and to be knowledgeable about construction methods, materials, and regulations.
- Familiarity with computers and software programs for job costing, online collaboration, scheduling and estimating. Procore experience is a plus.
- The APM must work well under pressure, be flexible and work effectively in a fast past-paced environment.
- The ability to coordinate several major activities at once, while analyzing and resolving specific problems, is essential, as is an understanding of engineering, architectural, and other constructions drawings.
- Must have good verbal and written communication skills and attention to detail
- The APM must be able to establish a good working relationship with clients, other managers, designers, superintendents, and crew.
- The APM will be required to visit project sites as needed.
- Bachelor's Degree in an applicable discipline
- 2-5 years construction project management experience preferred
- OSHA 10-hr is a plus
- LEED AP is a plus

**Application Instructions:**

Send an email with you resume to the below contact (make sure to indicate the specific job title you're submitting an application for):

*Contact* Joseph Moniz  
*Telephone* 508-636-8700  
*Email* File-Resumes@outlook.com