



Introduction

The Loughlin-Davis Contracting Group is a great fit for the individual who is looking to grow with a newer company. The company's management decided to partner, combining over 80 years of experience in commercial construction. The team provides a great work atmosphere for individuals to expand personally and professionally. We believe in strong relationships with clients, subcontractors, suppliers and most importantly our own employees. We understand that getting the job done on time and under budget is essential, but we also believe in a good work-life balance and aim to keep employees for life by truly making them a part of the team with every opportunity for upward growth. We feel we are a knowledgeable, experienced team that provides a great working environment for someone who wants to start a career in the commercial construction industry.

Duties and Responsibilities

We are seeking a detail-oriented, thorough, organized and energetic Assistant Project Manager to join our growing team. As an Assistant Project Manager, you will report to the Project Manager and assist in the management of multiple commercial construction projects. Coordinating with the site superintendents, you will navigate the day-to-day activities involved with ground-up construction, renovations and tenant fit-outs. In this position, you will assist the Project Manager in the creating financial budgets, coordinating contractors, and managing the construction process. You will also assist with organizing schedules, tracking inventory, and ordering and managing materials. The successful applicant will have to forecast for, obtain and manage the resources needed to complete construction projects and generate cost estimates to keep the job within budget.

The ideal candidate's duties and responsibilities also include (but are not limited to):

- Assist the Project Manager while interacting with clients on a daily basis, acting as the assistant project lead for The Loughlin-Davis Contracting Group, LLC.
- Compile and plan budgets, cost estimates, and other financial estimates
- Coordinate, plan, and manage schedules for contractors and subcontractors
- Develop design-build construction projects with the architect, engineers, and trade workers from conception and design through completion
- Order and manage materials and equipment
- Provide internal reporting and projections for inventory
- Oversee and supervise construction project progress and provide reports on timeline, progress, and adjustments
- Ensure all legal requirements, building and safety codes, safety inspections, city guidelines, and local and state regulations are met
- Perform the tasks of a cost estimator



- Ensure that projects are completed on time and within budget
- Collaborate with clients, subcontractors, superintendents and other construction management to determine budget, work flow and timeline
- Uphold and enforce site safety policies and procedures in accordance with The Loughlin-Davis Contracting Group and owner requirements as well as local, state and federal regulations
- Assist with progress meetings with owners and the design team to discuss project planning, schedule and financials
- Coordinate materials and equipment delivery with vendors and suppliers
- Create schedules for clients and subcontractors
- Make changes in the operation as necessary to best meet construction deadlines
- Implement management techniques that are cost-effective and efficient
- Assist with the responsibility for county and third-party permit and inspection processes through the life of the project

Skills and Qualifications

The ideal candidate is highly organized and coordinated. They are able to keep a running mental list of all tasks that need to be completed at any given moment. Successful Assistant Project Managers are also clear communicators who can give specific, direct instructions and accomplish multiple tasks.

The applicant must possess a variety of skills, technical abilities and industry knowledge to manage a construction project effectively, including:

- Excellent communication abilities, including writing, speaking and active listening
- Knowledge of construction budgeting best practices
- Good planning skills, including design execution, resource allocation and contingencies
- In-depth understanding of local, state and federal construction regulations
- Great problem-solving and decision-making skills
- Effective leadership abilities, like motivation, goal-setting and conflict management
- Organizational skills, including time management, delegation, prioritization and multitasking
- Bachelor's degree in construction management, construction science, engineering, architecture, or related field from an accredited university (industry experience as a Construction Project Manager can replace educational experience)
- Able to multitask, prioritize, and manage time efficiently
- Able to manage a team of employees and multiple projects
- Experienced at compiling and following strict budgets
- Excellent verbal and written communication skills
- Accurate and precise attention to detail
- Goal-oriented and organized leadership
- Able to analyze problems and strategize for better solutions
- In-depth understanding of the construction industry
- Self-motivated and self-directed



- Proficient with Microsoft Office; Microsoft Project and experience with Project Management software preferred
- Organized and able to create multiple timelines, budgets, and schedules
- Knowledge of local, state, and federal building code regulations
- Able to build solid relationships with team members, vendors, and customers

Benefits

- 401(k) Plan with 4% Company Match After 1 Year of Employment with the Company.
- Health Insurance
- PTO (Paid Time Off)

The Loughlin-Davis Contracting Group is an equal opportunity employer. Loughlin-Davis is veteran owned and veterans of the armed forces are highly encouraged to apply.

Please send resumes to: admin@loughlin-davis.com