



Construction Project Management Assistant

A growing General Contractor Company in Brooklyn is in search of a Construction Project Management Assistant. Applicants should feel comfortable in a demanding and fast paced environment with a wide scope of work, will be expected to track quantities, identify and track change orders, and process pay applications from vendors and subcontractors. This is a position requiring accuracy and attention to details, should be confident in skills to ensure compliance with contract, budget, schedule, forecasting and job costing. Must be able to prepare project Submittals.

The responsibilities and functions are:

- Assist in Preparing and edit as needed construction project schedules
- Assist Project Managers in obtaining all necessary permits for construction.
- Initiate job utility locates during construction.
- Keep project documentation archived in a precise and complete manner.
- Answering the phone calls.
- Interpret and explain plans and contract terms to, workers, and clients.

Skills: Microsoft Office Suite, Word, Excel, CPM Scheduling such as Primavera, Microsoft Project or Similar.

Required education:

- Bachelor's

Bilingual: English & Spanish

Salary commensurate with experience

Monday to Friday: 8:00am – 4:00pm

Please send resume to: cnsworks4u@gmail.com