

Columbia Construction Company, a leading Boston-based construction management firm, is seeking an Assistant Project Manager to join our team. We are looking for a person who has experience with the construction management process and can provide assistance to our project team.

Assistant Project Manager Responsibilities:

- Establish and maintain excellent rapport with all Project Team members including Architects, Engineers, Consultants, Owners and Owner Representatives.
- Assist with the development, maintenance, and updating of project schedules so that completion dates are achieved or improved upon.
- Attend weekly Owner Project Job Meetings, record and distribute Job Meeting Minutes with all attachments including Two Week Look Ahead Schedule, Submittal Log, PCO Log, Change Order Log, Requisition & RFI Logs, etc.
- Attend weekly Subcontractor Project Job Meetings, record and distribute Job Meeting Minutes with all attachments including Two-Week Look Ahead Schedule, Submittal Log, PCO Log, Change Order Log, Requisition & RFI Logs, etc.
- Assist the Project Manager in the buyout of subcontractors and required material vendors in a timely manner so as to meet the project's schedule and completion. Develop and maintain an accurate buyout schedule.
- Prepare and issue price changes (PCO's) and issue to Owners, Architects, Engineers and Consultants in a timely manner so as to not delay and/or adversely affect the project's schedule.
- Assist the Project Manager in preparing monthly Budget Updates and Cost to Complete Reports. The reports are to be prepared at a minimum of once every month and/or as many times as needed.
- Obtain, review and process all submittals and shop drawings. Prepare and maintain the Submittal Schedule/Log.
- Review, cost code and approve all Subcontractor requisitions and Supplier invoices. Verify that the Subcontractor has a fully executed contract and updated insurance certificate with endorsement prior to the Subcontractor commencing construction together with verifying the previous month's Waiver of Lien prior to processing payment.
- Assist in preparing project closeout documents including Operations and Maintenance Manuals, "As-Built" Drawings and Systems Training to each Owner at the end of construction in a timely manner so as not to delay the project closeout and/or final payments. Follow-up for the timely issuance of a Substantial Completion form by the Architect at the Stage of Substantial Completion of each project.
- Assist with managing, expedite and facilitate the timely completion of the work list and punch list.
- Develop, cultivate and consistently maintain a high level of client satisfaction with Owners and Architects (and Owner's Project Managers, etc.) and establish client relationships so as to provide Columbia Construction Company with future business opportunities. Attain the highest level of client satisfaction (goal being a "10") for all projects.
- In consultation and conjunction with the Project Manager and Project Superintendent, manage subcontractors so as to maintain project schedules; maintain good working relationships and control over construction activities.

- Prepare and review the Scope of Work sheets (Attachment A), with the subcontractors prior to issuing Letters of Intent and formal Contracts or Purchase Orders. A scope of work MUST accompany all Letters of Intent.
- Procure Building Permits and any other permits required for each project (DEP Permit form, Certificate of Occupancy, etc.).
- Procure any special insurance and/or bond requirements. Verify/obtain the Owner's Builders Risk Policy prior to commencing the work.
- Coordinate construction activities and trades so that field operations are run at the highest level of efficiency.
- Requisition each job on a timely basis and in accordance with the Owner's Contract by the first of each month and obtain executed copies of each Requisition. Procure payment for each job in accordance with the Owner's Contract.
- Prepare and forward requisition updates to the Accounting Department for all modifications to Columbia's contract value.
- Prepare and distribute all Subcontractor / Supplier final accounting summaries and final releases. Prepare a final budget update prior to closing out the project.
- Utilize all of the current technology the company provides to ensure that work is being performed in an efficient, professional and timely manner.
- Track and pursue the collection of all monies due on the project. Know/learn the system of how the owner processes the payments and who to call to get a status on payments. If a payment is missed or late, the P.E. should be made aware.

Standard Qualifications and Requirements:

- Bachelor's degree in Construction Management, or related field.
- 1 - 3 years of experience in the A/E/C industry strongly preferred.
- Must possess excellent verbal, written, and visual communications skills.
- Proficient in Word, PowerPoint and Excel.

Physical Requirements:

Must be able to work at a computer station for up to eight hours per day, and operate keyboard and mouse. Must be able to operate a computer proficiently and operate various business machines including binding machine, scanner, photocopier, typewriter, and facsimile machine.

If interested in joining our team, please send resumes to hr@columbiacc.com with Assistant Project Manager in the subject line.