



Assistant Project Manager

ABOUT:

Potomac Construction was founded in 2005, in Bethesda, MD., as a client-focused General Contractor. Specializing in complex commercial renovations and buildouts in the Restaurant, Retail, Hospitality and other Commercial Specialty sectors, we've built a trusted reputation in the Washington, DC Metro Area. We pride ourselves on being an active Project Team member during the Pre-Construction period, in advance of mobilization, communicative and detailed during construction, and for remaining committed to our clients' warranty needs through the one-year warranty period.

Our culture fuels a positive outcome and is what makes a partnership with Potomac Construction the key to a project's success.

GENERAL SUMMARY:

We are seeking an energetic, organized and self-motivated team member to join Potomac Construction as an Assistant Project Manager. This position is an excellent opportunity to enhance your growth in the commercial construction industry and work with a team of dedicated and driven professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Assistant Project Manager is expected to support project management operations with multiple projects and provide assistance to multiple project managers. Essential duties and responsibilities include:

- Proactively build relationships with Clients, Subcontractors and Potomac Construction Team Members.
- Assist Project Managers in every aspect of a project, from Estimating through Close-Out, ensuring that Clients are satisfied with every detail. This will include anticipating and managing the administrative needs of a project.
- Work with Project Managers and on-site Superintendents to deliver the highest quality projects and total customer satisfaction.
- Prepare and track all construction documentation (*e.g. Submittals, RFIs, Subcontractor Change Orders, Meeting Minutes*) to ensure projects stay on schedule and on budget, which should be fulfilled with minimal direction following the initial onboarding.
- Ensure all project documentation is organized and stored, per the established filing and naming conventions.
- Monitor numerous tasks that require follow-up, such as collecting information from external Team Members.
- Collaborate with Accounting Team for payment processing and subcontractor invoicing.
- Demonstrate a comprehensive knowledge of each project, starting with the estimate and drawings, and extended through the buy-out strategy and schedule.
- Research and initiate suggestions for improving company processes and demonstrate a relentless commitment to evolving and moving forward.

**SKILLS:**

Acceptable industry experience includes prior work experience at any of the following related firms:

- Construction (General Contractor, Construction Manager, Subcontractor)
- Project Management / Owner's Representation
- Design (Architecture, Engineering, etc.)

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's or Associates Degree in Construction Management, Project Management, Business, Engineering or related field.
- At least 1 years of experience (as noted above).
 - For anyone with less than three years' experience, a rotation of six months in the field is required during the first year.
- Excellent organization, problem solving, presentation, interpersonal, verbal and written communication skills.
- High sense of urgency to work independently and able to prioritize assignments while remaining effective in a fast-paced team environment.
- Experience with the following programs / applications is a plus:
 - Microsoft Office (Word, Excel, Outlook, etc.)
 - Microsoft Project or Primavera P6
 - Adobe Acrobat, Blue Beam Revu or other PDF developers/editors
 - Project Management Software (e.g. Procore)

BENEFITS:

Potomac Construction's competitive benefits package includes:

- Competitive Salary
- 401(k) Retirement Plan
- Group Medical Insurance: Life, Health, Dental, & Vision
- Paid Leave of Absence
- Six Paid Holidays
- Professional Training & Career Development
- Structured 90-day Onboarding Program

For more information on working at Potomac Construction, please visit our Careers page at

<http://pcsgc.com/careers/>.

EEO STATEMENT:

Potomac Construction seeks qualified candidates for all open positions. Potomac Construction is an equal opportunity employer and conducts all business activities, including hiring and other employment decisions, without regard to race, religious beliefs, creed, color, gender, age, national origin, disability, genetic information, veteran's status, or any other protected classification, in accordance with applicable law.