

Job Title: Assistant Project Manager

Location: West Des Moines, IA

Salary Range: \$60,000 - \$75,000



Design
Construct
Furnish

At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect, and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

Position Summary: Assist the Project Manager in creating and managing the project budget and schedule, as well as the day to day execution for assigned projects including managing, coordinating, controlling, supervising all personnel including subcontractors to ensure the highest standards of ethical conduct. Decisions that impact cost implications are approved by the Project Manager.

Principal Duties and Responsibilities:

- Generates schedules for proposed projects, in conjunction with field operations, that accurately reflect the project time to complete, and critical issues of the future project team.
- Ensures job safety requirements are communicated to all trade contractors. **Zero Injury.**
- Reviews the plans and specifications for constructability and cost feasibility.
- Assists with the trade contract bidding process.
- Expedites project trade contractor/supplier buy out. Reviews bids to ensure that all items are included, exclusions are understood, and the bid is complete and conforms to the specifications before award.
- Assists the Superintendent in preparing and updating the detailed construction schedule.
- Assists in reviewing closeout procedures with the Project Manager, Superintendent, owner and architect before trade contractor work starts. **Zero Punchlist.**
- Prepares, for review, project cost codes, budgets, cash flow reports and production units for the project.
- Reviews shop drawings, RFIs and ASIs (all change orders) for coordination and implementation of project requirements.
- Helps to ensure a timely submittal process by reviewing project changes by the owner and trade contractors.
- Understands all the plans, specifications and details through the project duration.
- Attends weekly site progress meetings held with the owner, architect and key trade contractors.
- Prepares, for review, monthly pay applications to Owner. Collects, in accordance with the contract, invoiced project amounts due from the owner to achieve management of the project's cash flow.
- Assists in managing reviews and controlling project costs.
- Attends project estimate review, start-up, monthly interim, and close-out meetings. Generates minutes of meetings within one week of the meeting conclusion.
- Updates project logs (i.e., shop drawings, RFI, ASI, OCO, etc.) prior to every progress meeting.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- Bachelor's degree in Construction Management, Architecture, Engineering, trade school or equivalent training, with 0-3 years of experience preferably in the commercial construction industry.
- Field knowledge helpful
- Able to comprehend and communicate safety standards.
- Ability to recognize and achieve high quality construction standards.
- Ability to travel.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.
- Must be able to ask questions, listen to, receive and give verbal and written instructions and directions in a professional manner.
- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Excellent written and oral communication skills.
- Basic understanding of industry practices, processes, and standards is helpful.
- Proficiency in Microsoft Office.

Working Conditions:

In a typical 8-hour workday, employee will usually; sit at least four hours, stand at least two hours and walk at least two hours. Employee's job requires occasionally to; bend/stoop, squat/crawl, climb 30-60 ft., reach above shoulder, crouch/kneel, balance, push/pull, lift/carry up to fifty (50) pounds, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases, and noise sometimes over 85 DBA and Working on open high locations. Employee's job frequently requires using hands for repetitive action such as simple grasping and manipulating and being around moving machinery. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel may be required.

Benefits: Health insurance, Dental insurance, Vision insurance, Health Savings Account with employer contribution, Employer sponsored life insurance, Employer sponsored short-term and long-term disability, supplemental benefit options, Robust paid time off program, 401(k) with employer matching, Tuition reimbursement, Professional development assistance, Life insurance, Employee referral bonus program, Employee assistance program, Employee-driven wellness program and culture club, Flexibility, Work environment that encourages employee well-being and family/work balance

Visit our [Facebook](#) and [Website](#) to learn more about us!

The Samuels Group is an Equal Opportunity and Veteran Friendly Employer.