



ASSISTANT PROJECT MANAGER

Are you an energetic team player who can assist the Project Manager in every aspect of a construction project from selling the project to procurement, through production, turn-over and beyond? Come and be a part of a dynamic team and grow your career in Construction Management!

We are a successful family-owned Construction company located in the Mid-Hudson Valley, who is seeking an experienced **ASSISTANT PROJECT MANAGER** to assist overseeing projects from \$1 Million to \$30 Million.

We are looking for a motivated, reliable, dependable and trustworthy individual to work on our team. The **ASSISTANT PROJECT MANAGER** candidate duties include the responsibility for the review and preparation of paperwork, including contracts, estimates, purchase orders, change orders, schedules and correspondence assigned by the Project Manager.

Ideal candidate's additional skills, abilities, and knowledge:

- Must be able to work independently, to supervise and work well with others in a multi-functional fast-paced environment.
- The use of analytical and observational skills, which demonstrate an ability to organize, direct, budget, control and manage their projects.
- The ability to make reasonable and logical decisions based on rational thought process and common industry method and procedures.
- The ability to read, analyze and interpret drawings, schematics, financial reports and legal documents.
- Must have the knowledge and ability to monitor and control the costs of assigned projects.
- Strong written and oral skills are required.
- The ability to effectively interact with clients, the public, peers and other departments within the company.
- Must be innovative and able to come up with unique solutions to unique problems.

EDUCATION REQUIREMENTS

- Required: Bachelor's degree or High School Diploma with 3-5 years experience in the field of construction
- You should have a valid driver's license, be legal to work in NYS.

Job Type: Full Time

To Apply For This Position:

Email careers@baxterbuilt.com with accurate contact information, a copy of your current resume and 3 employment references. Please include the position name you are applying for in the subject line of this email.

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