

## ASSISTANT PROJECT MANAGER

### Position Description

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This full-time position is primarily a technical role combined with certain administrative duties. Responsibilities may include (but not be limited to):

- Assignments to diverse construction projects to complete plan and cost reviews and perform site observations.
- Analyzing complex data and documents; writing and reviewing reports for accuracy.
- Logging and tracking detailed project, financial, and administrative documentation.
- Participating in meetings with internal and external clients to include representation at OAC meetings.
- Conducting research and assisting in business development to identify potential new opportunities.
- Assisting senior team members in the field and in the office on more complex projects.
- Providing support to senior leadership on various projects and/or company initiatives.

Travel in- and out-of-state is a requirement, and will include overnight stays.

### Requirements: Knowledge and Skills

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- Bachelor's degree in Architecture, Construction Engineering, Construction Management, Facilities Management, Quantity Surveying, or similar from an accredited university. Five years of comparable experience may be considered in lieu of this requirement.\*
- Sound construction and construction administration knowledge.
- Familiarity with housing, retail and commercial design or construction.
- Construction related professional qualification such as AC, CPC, LEED AP, PE, PMP, RA, RICS, etc. preferred.
- First-rate interpersonal and communication skills with ability to effectively interact at all levels within and external to the organization including lenders, investors, developers and contractors.
- Exceptional problem solving, prioritization, organizational, and multi-tasking skills.
- Strong focus on detail and skilled in handling diverse tasks with high degree of accuracy and timeliness.
- Demonstrated ability to work independently or as part of a team to produce highest quality results.
- Excellent written, mathematical, and grammatical skills, along with a high proficiency in Microsoft Office (Excel, Word, etc.); Bluebeam proficiency preferred.
- Commitment to ongoing learning and professional development.
- Physical demands include sitting, standing, walking considerable distances, climbing stairs/ladders, negotiating work areas under construction, including in diverse/inclement weather conditions.

\*Consideration may be given to candidates with an equivalent combination of education and related experience, and/or who are pursuing or have attained construction related professional certification.

This is an exciting opportunity for an individual who excels in a fast-paced environment, strives to be a "Pivotal Resource", and is seeking a career opportunity that offers growth. Please submit your application, resume, and cover letter at: <https://fulcrumcompany.com/careers/employment-application/>

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