

## ***Assistant Project Manager***

### **Success Plan**

#### **A Description of Performance Based Objectives**

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**The Assistant Project Manager (APM) will be assigned to work with one or several Project Managers and will be expected to perform all or part of the following activities, depending on the project size and scope. The success of the Assistant Project Managers depends on their ability to work effectively with P. Agnes Management from a Pre-Construction, Construction, and Administration standpoint.**

While there are specific responsibilities and expectations described below, it is essential to remember that your overall success will depend on three key project phases:

- a. Project Set up
- b. Project Involvement
- c. Project Closeout

Working under the direction of the Project Manager, the Assistant Project Manager shall provide assistance to ensure the implementation of all project management functions necessary for the successful completion of the project.

#### ***Performance Based Objectives:***

- ✦ Project Set-up
  - Prepare and track project start-up checklist
  - Prepare master submittal schedule
  - Electronic document set-up (ARC)
  
- ✦ Active project involvement
  - Review and understand project documents
  - Project document control
  - RFI management and processing
  - Prepare for and participate in project meetings, and Pull Planning sessions
  - Manage permissions for ProCore Management Software and Box.com
  - Send project notifications (Meeting notices, etc.)
  - Prepare and distribute meeting minutes
  - Submittal review and processing (as assigned)
  - Prepare and monitor long lead log
  - Prepare for, organize, and conduct pre-installation conferences
  - Maintain ticket (extra work) log & open issue management (maintain log)
  - Manage and assemble LEED documentation (if required)
  - Assist with change order request management and preparation
  - Participate in cost control (manage subcontractor invoices and other bills)
  - Subcontractor document verification (Contracts, Insurance)
  - Assist in developing and monitor Quality Control program

- Project photo documentation (if on site)
- Facilitate process and assist with above ceiling coordination



#### Project Close-out

- Manage documentation related to preparing and managing punch list
- Closeout/Warranty document preparation including the assembly of as-built documents
- Archive files at the completion of the project and secure documentation for materials stored off site

#### **Position Qualifications:**

- Bachelor's degree, in Construction Management, Engineering, or Architecture a plus.
- Proficient in Windows Operations Systems (Word, Excel, Outlook, etc.) and/or Apple programs.
- Strong written and verbal communication skills
- Ability to multitask in a fast pace environment.