

The job responsibilities are as follows:

**Assistant Project Manager/Lead PM:**

Assistant Project Manager will be accountable for planning and allocating resources, preparing budgets, monitoring progress, and keeping owners informed throughout the project.

- Ensure all projects are delivered on-time within stipulated scope and budget.
- Formulating and follow through of job contracts.
- Have the ability to lead the project while coordinating with internal and external parties of the project
- Manage relationships between the client and the company
- Managed time and progress of company employees on jobsite
- Become proficient in scheduling and holding meetings to discuss potential projects with clients.

**Estimator/Lead Estimator:**

Estimating duties would involve determining the value of projects ranging from repairs to new construction. General construction and tenant up-fits.

- Estimating would involve gathering proposals, blueprints specifications, and related documents.
- Learn and acquire the skills for:
  - o All construction divisions
  - o Take-offs of metal studs
  - o Drywall
  - o Acoustical ceilings
  - o Interior finishes
  - o Software: The Edge Estimating System. Kesler will provide office support and mentorship. Zoom classes are available to become proficient,
  - o Learn and incorporate Foundation software
- Identify labor material and time requirements.
- Compute cost by analyzing the labor, material, subcontractors, and time requirements.
- Maintain costs by entering and backing up data. Reviewing and maintaining subcontractor costs associated with the project.

- Preparing, managing, recording and approving labor hours and billing associated with the subcontractors of the project.

Will need to have the ability to be proficient in Excel spreadsheets, Microsoft Word, interpreting blueprints, and achieve the ability to manage and navigate the Edge Estimating software.

**Hours:**

- Hours will be identified by each project. A balance of estimating and project management will be determined by the volume, scope of the work and timelines. Most of the hours will be designated around your own weekly work schedule. A full 40-hour work week is expected with the knowledge that hours may extend beyond that.