



Assistant Project Manager

Old Town Design Group, Carmel, IN, seeks Assistant Project Manager to perform the following duties: Assist the Project Manager in overall construction cycle from onset of the project through completion and close out; Support with execution of subcontracts, monthly billings, and purchasing; Lead with coordinating and documenting weekly coordination/progress meetings; Work with the Superintendent to lead and ensure a safe project, quality product, and schedule adherence throughout the entire construction process. The position requires Bachelor's in Construction Management or similar field, 2 years experience in multi-family/commercial construction, including estimating and knowledge of PASKR software, as well as Excel and Word. Send resume to Steve Jansen, 1132 S Rangeline Rd, Ste 200, Carmel, IN 46032.

Additional Responsibilities

- Liaising with project stakeholders concerning project details and deliverables
- Assisting in the planning and implementation of projects
- Helping to coordinate and manage project tasks and deliverables
- Analyzing data as required
- Conducting administrative duties, such as setting up meetings, drafting invoices and drawing estimates
- Tracking and reporting project progress
- Performing other duties assigned by the Project Manager in an orderly and efficient manner
- Understanding of Multi-Family and Mixed-use commercial projects and systems. This includes site work and utilities, foundations, structural systems, building skin, mechanical and electrical as well as finishes
- Ability to take the lead in product submittals and procurement as well as the RFI process (request for information)
- Ability to take ownership of a project and lead the process to completion
- Strong communication skills to facilitate meetings with the owner, design team and trade partners
- Leadership ability to grow, develop and mentor a strong team mindset for the entire project team
- Other duties as assigned

Soft Skills

- Servant Leadership traits
- Strong Administrative and Executive function
- Work well in a team setting.
- Receive constructive criticism well in career development.

- Performance driven. Delivers results as well as foster, and help team members execute and deliver projects successfully.
- Strong construction vision for anticipating project issues and challenges in order to develop plans accordingly.

Required Qualifications

- Bachelor's degree in Construction Management or other similar degree field.
- As a multifamily builder a strong back ground in residential construction/estimating is ideal
- Tech savvy to work with Project Management software (PASKR) and scheduling software.
- Strong knowledge and background in Microsoft Excel and Word
- A minimum of 2-4 years in multi-family/ commercial construction.