
Assistant Project Manager

Job Description

King Rose Construction (www.kingroseny.com) is an entrepreneurial, growing NYC general contractor specializing in commercial build outs in the 5 boroughs. Our clients include Columbia University, NASA, The LeFrak Organization, Dish Network and many other organizations. We are currently looking for an Assistant Project Manager to join our Project Management team. The ideal candidate must be dedicated, detail oriented, responsible and have the ability to complete assigned tasks diligently and within the allotted time frame. The position is field and office-based. This is a stepping stone to a Project Manager position for the right candidate.

Responsibilities:

- Monitor phases of construction
- Assist with monitoring construction schedules and budgets
- Coordinate with Clients, Subcontractors and Suppliers
- Compose Submittals
- Process RFIs
- Process Change Orders
- Post Daily Reports
- Prepare Meeting Minutes
- Supervise trades, as needed

Requirements:

- Education: Bachelor's Degree preferably in Architecture, Engineering or Construction Management.
- MUST HAVE - Field Experience
- Excel Proficiency
- Ability to read drawings

Experience:

- Minimum 1-year experience as an Assistant Project Manager or equivalent role, preferably in NYC

Compensation:

- End of year holiday bonus
 - Family Health benefits
 - 401K
 - Annual performance reviews
 - Salary commensurate with experience
 - Opportunity for financial, professional and personal growth
- Job Type: Full-time