



### **Job description-Assistant Project Manager**

As an all female owned and operated construction company, we are looking for a candidate to assist our Project Manager to oversee daily activities on all construction and remodeling projects of various sizes and complexity. This includes all responsibilities from preconstruction planning, assisting with day-to-day project needs and through the completion of projects. In order to succeed in this position, the candidate must be organized and have excellent communication and time management skills.

### **Responsibilities**

- Understand, maintain and assist with comprehensive documentation of client requirements, construction documents and trades work
- Effectively communicate project progress to Project Manager, client and trades people
- Assist Project Manager with all on site job responsibilities (open/close projects, daily clean up, trash run and pick up/deliver materials, job supplies, finishes, and tools)
- Assist in ensuring a safe work environment
- Assist with preparing project schedule and managing deadlines
- Assist in keeping jobsite organized

### **Qualifications**

- Strong organizational skills
- Strong team player
- Strong communicator
- Strong time management skills

### **Additional Requirements**

- Valid drivers license and insurance
- Clean DMV and criminal background
- Located in Santa Barbara County, California
- Ability to satisfactorily communicate in English with clients, colleagues and tradesmen to their understanding

### **Physical Requirements**

- Must be able to stand for prolonged period of time, sit, bend, walk around construction sites
- Operate phone and computer without assistance
- Lift up to 35 pounds