Assistant Construction Manager / Superintendent

The Assistant Construction Manager will assist in the supervision of all on-site construction, including the scheduling of sub-contractors on the job, resolving day-to-day problems on the job site, and inspecting all work during construction to ensure compliance with plans and specifications. Some construction experience is required.

Responsibilities:
- Determine construction techniques to be used to construct the Project
- Oversee quality control of all construction
- Participate in and often conduct weekly staff meetings and production meetings
- Maintain project schedule creating a 2-3 week look ahead
- Appropriately allocate manpower and resources
- Manage all vendors and subcontractors on a daily and weekly Basis
- Identifying and resolving and potential issues as they arise
- Maintain a clean and orderly job site
- Track and manage subcontractor project scopes proactively identifying potential issues
- Other duties as directed by management

Candidate Qualifications include: Excellent communication and presentation skills, Demonstrated interpersonal skills, including the ability to manage diverse personalities, Technology skills to include excel, spreadsheets, and office suite, construction experience preferred.