Trinity Management Group, Ogden, UT is seeking for motivated individuals who share Trinity’s values and vision and are seeking to further their career and personal growth in a dynamic construction management setting as a new or experienced Assistant Project Manager, part time to full time.

**Job Description:**

Assist in marketing the company and build strong relationships with clients, generals, sub-contractors and architects. Assist in collecting and organizing bid information. Reviews architectural drawings and specifications. Assist in analyzing site conditions and all contract documents to determine any required scope that is not indicated. Prepares submittal packages. Work with Project Managers to ensure that general conditions and general requirement items are properly addressed in the estimate. In conjunction with Project Managers obtain and evaluate subcontractor proposals relative to their scope of work to determine risk of scope gaps. Assist in estimating job costs and preparing estimates and change order pricing. Assist Project Managers and Supervisors to ensure projects are completed with quality and on time. Attends to the needs of customers.

**Job Requirements and Qualifications:**

- Great attitude, positive mindset, and able to adapt to an ever changing and growing company
- Manage multiple projects and tasks simultaneously
- Organized and detail oriented
- Identify creative solutions to challenges
- Work well with others
- Ability to interact effectively with customers, vendors and employees at all levels of the organization.
- Effective written, verbal, negotiation and presentation skills. Uses proper organization and grammar. Ability to read and comprehend complex instruction, correspondence, memos, blueprints, and contract document specifications.
- Possess strong computer skills; proficient in MS Excel, MS Word, MS Outlook, MS Project, Adobe Acrobat and other construction software.
- 3 years minimum of relevant work experience preferred.