



Assistant Project Manager

If you are looking to join a dynamic organization that values its people, offers competitive compensation packages, and provides you an opportunity to be excellent every day, then we want you to apply for the following career opportunity:

Job Summary

Assist Project Manager(s) with all aspects of the project including submittal management, compilation & submission of change orders, assistance with expediting subcontracts, materials procurement, etc.

Essential Functions

- Assist project management department managing commercial construction projects.
- Assist with subcontractor and supplier bid solicitations & contract procurement.
- Assist with subcontract management, Change Requests, Change Orders, and material purchase order issuance.
- Expedite materials and key “paperwork” on assigned projects.
- Maintain and issue project schedules and look-ahead schedules in coordination with project managers and field superintendents.
- Responsible for compilation and organization of submittals, RFI’s, meeting agendas, and minutes, submittals schedules and logs, processing of shop drawings, change orders, project closeouts, and other office duties.

Qualifications

- Minimum of high school diploma is required. Experience in the construction industry and/or Vocational/college diploma is desirable.
- Blueprint reading, CAD drafting skills, Blue beam, and or experience in reviews of construction documents is a plus.
- Knowledge of safety regulations, OSHA 10-hour or 30 -hour is helpful.
- Computer skills are required.

- Experience and skill with Timberline estimating and\ or Project Management, Microsoft Project Scheduling, P6 Primavera, Adobe Acrobat and other systems is helpful.

The position is located in Elmira, New York during normal business hours, Monday through Friday.

About Streeter Associates

We are focused on excellence, quality, and industry advancements. Our employees and customers have been paramount to our success for over 70 years. We are committed to provide career and learning opportunities to all employees. Our team members provide a wide range of professional experience, we are energetic, creative and committed to excellence. We pursue and perform work in the following construction Markets:

- K-12 Schools
- Colleges & Universities
- Medical facilities
- Manufacturing Facilities
- Corporate Office Buildings
- Museums
- Financial Institutions
- Energy & Infrastructure facilities
- Athletic Complexes
- Commercial and Retail Space
- Water and Sewer Treatment facilities.
- Etc.

Apply:

Please reference Project Manager position, and email your cover letter and resume to Streeter@streeterassociates.com. Alternatively, you may mail to:

Streeter Associates, Inc.
PO Box 118
Elmira, NY 14902

EEO Statement:

Streeter Associates is an Equal Opportunity Employer and prohibits discrimination of any kind during the hiring process, including but not limited to discrimination on the basis of race, color, sex, disability, protected Veteran status, nationality, religion, age, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.