

ASSISTANT PROJECT MANAGER

Salary range: \$70k-\$90k depending on experience

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Help manage relationships and interface on a daily basis with subcontractors
- Work closely with the Project Manager and other project team members on a daily basis
- Provide assistance in the coordination of construction activities
- Help to coordinate and review contract documents
- Work with the Project Team to create project schedules and budgets
- Interface with permit plans and interact with various city inspectors
- Assist in Project Closeout with City/Town officials
- Create and manage the flow of RFIs, submittals, and change orders
- Manage and distribute drawings and design documents to the Project Team
- Assist with preparing bid packages and subcontracts after award of project
- Attend and take a leadership role in construction meetings
- Submit invoices for payment
- Assist with cost estimates
- Provide guidance to subcontractors
- Identify long-lead items and maintain communication with those responsible
- Assist the Estimating Department, as necessary
- Assist/work with Bowdoin field staff, as necessary

EXPERIENCE / EDUCATION:

- A BA/BS degree required in Civil Engineering, Construction Management, or related field
- Knowledge of Procore and Timberline
- Self-motivated with a strong work ethic and a passion to learn
- Exceptional organization skills and follow-through
- Internship or work experience in the public and/or private CM/GC market is preferred

ADDITIONAL REQUIREMENTS:

- Must have a valid driver's license and personal transportation
- Must be authorized to work in the United States
- Bowdoin Construction is an equal opportunity employee

ABOUT THE COMPANY

Bowdoin Construction is an award-winning leader in the construction industry, with 50+ years of experience building throughout New England. Based in Needham Heights, MA, the company specializes in academic, corporate, healthcare, hospitality, and retail projects, and remains committed to providing innovative solutions that yield superior results and exceed our clients' expectations. Our family-oriented culture provides a supportive environment with many long-term employees who have tenure of more than 20 years with the firm. Comprised of a great mix of seasoned professionals and budding stars, the Bowdoin family continues to grow. Come be part of our winning team!

WHAT WE OFFER

We offer a competitive salary (commensurate with experience) and benefits package, including:

- Health, dental, and vision insurance
- Flexible spending accounts for health and dependent care
- Short/long-term disability and life insurance
- 401(k)
- Tuition Reimbursement
- Paid Sick Days
- Paid Holidays
- Paid Vacation

CONTACT: BowdoinHR@BowdoinConstruction.com

Bowdoin Construction provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.