



Position Description

Position: Junior Construction Professional, Project Management Operations

Role: Assistant Project Manager

Reports to: Sr Construction Professional, Project Manager, Team Lead

Supervises: N/A

Position Overview:

The Assistant Project Manager provides internal and external coordination and collaboration with project partners and stakeholders to aid the successful planning, management and execution of all assigned projects and helping to result in the achievement of project related goals and CK objectives.

Essential Duties and Responsibilities:

Internal and External Relationships:

- Represents CK Commercial with new and existing clients to support the development of future work for the company
- Engages with the mission and objectives of our customers to build trust and confidence
- Collaborates with project team to help with resolutions of field issues and participates in resolving other project issues
- Participates in project issue resolution, with project team through a collaborative process and getting others involved when needed
- Participates in networking events. Effectively discusses CK Commercial to AEC community in accordance with the company's mission and objectives
- Maintains strong subcontractor relationships, which result in effective working relationships

Execution:

- Participates in pre-construction activities such as document review, scope development and permit procurement
- Participates in managing project budgets to meet company objectives, including accurate, timely projections, change order management, owner billings, subcontractor payments and value engineering
- Assists with claims documentation, as required
- Participates in regular project progress and review meetings. Effectively communicates with project partner and key stakeholders
- Works to maintain project-specific Quality Management Program



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- Participates in risk management efforts on project, ensuring that company standards are met
- With project superintendents, proactively plans work activities to mitigate safety risks. Works with project management in recognizing and addressing any safety related issues while on-site
- Helps project management with schedule development efforts for assigned projects
- Helps to manage subcontractors to meet project objectives, including submittals, executed subcontracts, material delivery, schedule, safety, quality, etc. Resolves issues in a timely manner, with help of project manager
- Supports superintendent on building means and methods

Managing Others:

- Provides periodic learning opportunities to other team members
- Communicates information to impacted parties in a timely and accurate manner
- Participates in recruiting and interviewing efforts to help CK attract the best talent

Leadership across CK:

- Models CK corporate values
- Holds self and others accountable to achieve project and company objectives
- Makes timely and reasonable recommendations and decisions by assessing risks, impacts and benefits
- Develops positive relationships internally to drive collaboration and teamwork

Quantified Outcomes:

- 100% of projects finished on time or better
- Return/process submittals within 1-2 days of receipt
- Provide super with job specific binder within 1 week of mobilization
- Subcontracts signed and returned within 2 weeks of ntp
- Helps to provide progress updates to owners weekly
- Update contract documents within 2-3 days of receipt of new/revised info
- O&M manual out within 2 weeks but no later than 3 weeks of project completion

Qualifications:

- 0+ years of experience in construction project management or related field
- Bachelor's degree or commensurate experience
- Experience managing processes to achieve results
- Some knowledge of basic construction process.
- Strong communications skills, written and verbal
- Demonstrated Emotional Intelligence – knows how to work with others to achieve a common goal



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- Excellent organization skills and ability to multi-task
- Demonstrated issue resolution capability
- Meets commitments
- High degree of integrity
- Proficient in MS Office and other Software applications

Physical and Mental Demands:

The person in this position works intermittently in a professional office environment and on a construction project site and:

- Remains in a stationary position 4-6 hours per day
- Operates a computer and other office productivity machinery daily
- Regularly moves through construction sites to inspect progress
- Occasionally ascends and descends ladders and stairs to inspect construction progress on project sites
- Positions self to inspect construction progress occasionally
- Frequently communicates with stakeholders and partners by phone, computer and in-person
- May be exposed to outdoor weather conditions
- May be regularly exposed to loud noise level
- May be regularly exposed to dust
- Travels to multiple project locations throughout the week