

## **Assistant Project Manager**

Asa Carlton, Inc., a commercial construction company headquartered in Buford, Georgia, has an immediate opening for an Assistant Project Manager with initial responsibilities assisting with the day-to-day operations for a big-box retail client. We are seeking candidates with experience in “Big-Box” retail renovations and interior build-outs, C-Store/Petroleum experience, Restaurant/Quick Service/Casual Dining experience and/or banking with high-end finishes experience.

Asa Carlton, Inc. began operations in 2003 as a commercial construction firm specializing in retail, hospitality, office, and healthcare interiors nationwide. Today, the company continues to grow rapidly into one of the most respected and widely used performance-based interior contractors on a national level. Asa Carlton Inc.’s services, in addition to General Contracting, include performing many of the critical path interior scopes of work such as drywall, flooring, and fixtures with our own forces – allowing us to more closely control the schedule and quality of each project. We maintain licenses in most states – and Puerto Rico. From smaller retail rollouts, resets, attractions, and merchandising projects to multi-site programs, complete renovations, conversions, and new construction, Asa Carlton’s focus is always on the customer’s complete satisfaction with zero disruption to their end user.

### **General Description:**

The Assistant Project Manager shall be responsible for assisting Project Managers, Superintendents and administrative staff in coordinating activities of a project to ensure cost, scheduling, documentation and quality standards are met. Under the direction of the PM, the Assistant Project Manager is expected to take on any/all tasks and execute them while furthering their education and experience in construction.

### **General Responsibilities:**

- Assist the project manager in all phases and aspects of the projects that are assigned
- Provide support to field staff
- Follow the companies best practices

### **Work Deliverables:**

#### **Project Set Up:**

- Prepare and assist with pre-construction activities such as, solicitation of bids, estimating, buy out, contracts and scheduling
- Review owner contract and become familiar with the terms & conditions
- Distribute and ensure project schedule is maintained
- Work to obtain any necessary permits as requested by the PM
- Ability to review drawings and specifications to become completely familiar with the project, identify long lead items and critical path items

#### **Project Operations:**

- Ensure contracts, insurance and required bonds are current and received prior to subcontractor performing any work. Work with the project administrator to ensure all non-received documents are retrieved and report to PM.
- Prepare all project meeting agendas and associated documentation as directed by the PM.
- Draft, submit and track all RFI’s and distribute to team members as required.
- Review project documents, RFI’s, CO’s with Superintendent and PM on a weekly basis.
- Track delivery of materials.

- Collect superintendent daily reports, weekly project pictures and safety documentation.
- Collect subcontractor changes for review by the PM.
- Assist in execution of payment applications
- Complete quantity take-offs as requested by the PM for estimating purposes.
- Review and code invoices. Check for accuracy and compare to cost to complete forecast and report to PM.

**Project Closeout:**

- Distribute all punch-lists and follow up as necessary to ensure timely completion of punch-list work
- Collect all required close out documents from Superintendent and subcontractors prior to leaving the project.
- Assemble required close out documentation and address any non-compliance with subcontractors, Superintendents and report to PM.

**Behavioral Expectations**

- Treat team members, clients, vendors and subs as partners.
- Identify and address client needs.
- Act on opportunities to expand relationships.
- Be responsive to clients and project teams.
- Make decisions and acts with company's long term interest in mind.
- Manage projects with profitability in mind.
- Pay close attention to detail and be thorough in day to day activities.
- Work cooperatively and be a team player.
- Set high expectations and achievements regardless of barriers.

**Qualifications**

- The ideal candidate will have 3-5 years of commercial construction experience in a similar role. Experience working with contractors and vendors required.
- Microsoft Office with heavy emphasis on Excel
- Experience with Sage accounting software a plus
- Experience with on-screen takeoffs such as Blue Beam Revu, PlanSwift, etc.
- Ability to learn client online portals and navigate with ease
- This is a Corporate Office position with minimal travel

Asa Carlton, Inc. provides an outstanding array of employee benefits, designed with our employees and their families in mind. Asa Carlton is a Drug-Free Workplace and is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. Interested, qualified candidates email their current resume, cover letter and salary expectations to: [bburns@asacarlton.com](mailto:bburns@asacarlton.com) . Please visit our website at [www.asacarlton.com](http://www.asacarlton.com) .