

Assistant PM- Fabric Structure Division

SHAKOPEE, MINN.

Position description

In general, the Assistant Project Manager-Fabric Structure Division is responsible for assisting in all aspects of managing fabric building projects. The Assistant Project Manager will assist with project budgets, submittals, planning, coordinating, subcontractor selection, purchasing and construction scheduling to ensure that each project undertaken is completed on-time and under the budgeted cost estimate while meeting management and customer objectives for safety, quality and flexibility. The Assistant Project Manager will communicate and coordinate with the business and project development teams from project procurement through completion to meet customer expectations and Greystone commitments. The Assistant Project Manager will assist in preparing cost estimates and developing project scopes of work.

Responsibilities

Estimating

- Responsible for preparing accurate and timely cost estimates
- Responsible for subcontractor and supplier bid solicitations
- Responsible for organization and distribution of bid documents
- Responsible for creating and maintaining subcontractor and supplier relations

Project Management

- Assist in contract administration
- Track and control construction schedule and project costs to achieve completion of project within time and project budget
- Job cost accounting as required to manage the budget, track expenses and minimize exposure and risk in the project
- Conduct project management meetings to provide clear communication between all stakeholders and assign tasks and responsibility of completion
- Work with government authorities in obtaining all necessary project permits, licenses, variances and other land development processes
- Enforce all Company safety policies, OSHA policies and other applicable safety standards
- Keep informed on fabric building products, current construction means, methods and procedures and work with Field Superintendents to implement procedures to improve production standards
- Assist in coordinating crew travel arrangements, lodging, equipment and material deliveries
- Perform additional tasks as requested by management

Sales Support

- Assist sales staff in preparing proposals
- Assist sales staff in updating and distributing sales literature
- Assist sales staff with lead tracking
- Perform additional sales and marketing tasks as requested by management

Relationship Management

- Demonstrating ability to tactfully handle difficult situations.
- Build long lasting relationships with customers that are built upon trust and delivering results
- Developing and maintaining strategic relationships and networks with key industry leaders, including business, corporate, government, and A & E firms

Judgment & Decision Making

- Seeking guidance and direction as necessary for performance of duties
- Demonstrating good judgment in investigating problems
- Respecting the confidentiality of Company, customer, and personnel information

Qualifications

Additional Education/Training/Credentials:

- Utilize appropriate business software and tools including Procore, BlueBeam, Salesforce, Timberline, Microsoft Excel, Microsoft Word, Microsoft Project, Microsoft Outlook, AutoCAD, internet and other technology.
- Must be able to interpret architectural plans and shop drawings, land surveys, engineering reports and analyses. Must have working knowledge of project scheduling techniques
- Must manage project start up and close-out procedures
- Work to improve personal, technical and supervisory skills through continuing education, training or participation in professional organizations

Experience and Skills Required:

- BS degree in Engineering or Construction Management from an accredited college or university
- Some field experience in carpentry, concrete, pre-engineered buildings and familiarity of commercial construction is preferred.
- Results-orientated with proven ability to organize, plan and prioritize work to meet deadlines
- Able to apply sound judgment and problem solving skills to complex projects and business challenges
- Excellent verbal, written, and presentation skills; communicates effectively with management, employees, customers, and vendors
- High level of motivation, integrity, and commitment to team and customers

- Strong work ethic, decisive, ambitious, with an unwavering commitment to quality and professional work.

Working Environment / Physical Activities:

- Must maintain regular and reliable attendance at a level acceptable to the company, including the ability to work overtime, holidays, evenings or weekends as necessary.
- Must be capable of working on job sites where temperatures and noise level can fluctuate, and the ability to see, hear, and verbally communicate with co-workers and clients as needed.
- Travel as needed to job sites.

About Greystone

At Greystone, we don't offer jobs. We offer careers. We offer ample opportunity for career advancement, rewarding work, and a family atmosphere. We offer an excellent benefits package to eligible full-time employees, including: competitive wages, 401(k) retirement plans, profit sharing, health insurance with options for Health Savings Account (HSA) and Flexible Spending Account (FSA), dental insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

In short, Greystone is a general contractor based in Shakopee, Minnesota with a second office in Bismarck, North Dakota. We provide design-build and general construction services to the commercial, industrial and agribusiness industries. We have been in business for 33 years and worked in 24 states.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. We also aren't afraid to have a little fun. Learn more at www.GreystoneConstruction.com.

How to apply

Send your resume and a message to HR@greystoneconstruction.com with the following information:

1. Which position you are applying for
2. Why you want to join the Greystone team
3. Your relevant skills and experience