

## Project Assistant

SHAKOPEE, MINN.

**Position description** | In general, the Project Assistant is responsible for assisting the Project Managers in all aspects of managing projects. This role is ideal for someone who enjoys variety in the workday and excels at organization, customer service, and effective communication. The Project Assistant will work directly with the Project Management team by assisting them with all aspects of their day, including project set up, estimating/budgets, bidding, subcontracts, submittals, planning, coordinating, subcontractor selection, purchasing and construction scheduling. The Project Assistant is passionate about supporting their internal and external customers in all areas.

**Responsibilities**

**Project Management Support**

- Assist in setting up jobs, creating job folders, and completing construction plan reproduction and scanning
- Maintain, monitor and organize project records and documentation on incoming project opportunities
- Create, organize, and distribute bid documents
- Engage with subcontractor and supplier contacts on bid solicitations and project opportunities
- Coordinate and collect subcontractor and supplier bids to assist Project Managers in preparing accurate and timely cost estimates
- Create, issue, and track subcontracts including ensuring the proper proof of insurance and safety plan documentation is provided by subcontractors
- Support the project manager team in working with government authorities on obtaining all necessary project permits, licenses, variances, and other land development processes
- Coordinate and track submittals, change orders, schedules, and the distribution of updated construction documents to subcontractors and suppliers
- Coordinate travel arrangements, lodging, equipment and material deliveries for Project Managers and others
- Coordinate and schedule project meetings, take meeting minutes, and distribute meeting minutes on behalf of the Project Manager
- Perform additional tasks and responsibilities as needed by the business

**Relationship Management**

- Demonstrates the ability to tactfully handle difficult situations
- Builds long lasting relationships with internal and external customers that are built upon trust and delivering results

**Judgment & Decision Making**

- Seeks guidance and direction as necessary for performance of duties

- Demonstrates good judgment in investigating problems
- Able to apply sound judgment and problem-solving skills to complex projects

## Qualifications

### **Experience and Skills Required:**

- Education or formal training in business administration is preferred; relevant work experience may be substituted
- 2+ years of experience in an administrative support position
- Prior administrative experience in a construction, engineering, or architectural setting is a major benefit, though not required
- Proficient in Microsoft Office 365, including Excel, Word, and Outlook
- Experience in Procore, Bluebeam, Timberline, and Microsoft Project is preferred but not required
- Results-orientated with proven ability to organize, plan and prioritize work to meet deadlines
- 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 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
- 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

## 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.

Greystone is a general contractor based in Shakopee, Minnesota with offices in Bismarck, North Dakota and Spirit Lake, Iowa. We provide design-build and general construction services to the commercial, industrial and agribusiness industries. We have been in business for 35 years and worked in 31 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](http://www.GreystoneConstruction.com).

## How to apply

Fill out the form: [Apply to Work at Greystone Construction \(smartsheet.com\)](https://www.greystoneconstruction.com/apply-to-work)

*Greystone Construction is an equal opportunity employer/contractor.*

**WEBSITE** [GreystoneConstruction.com](http://www.GreystoneConstruction.com) | **PHONE** 952-496-2227 | **TOLL-FREE** 888-742-6837