

ASSISTANT PROJECT MANAGER (MULTI-FAMILY)

About C.Herman Construction

C. Herman Construction is a leading general contractor dedicated to building each and every project like it's our own. We pride ourselves on our commitment to exceptional customer service and project excellence. Our market expertise includes multi-family, commercial, interiors, and historic rehab projects. C. Herman Construction is licensed in NC, SC and GA with offices in Charlotte, NC, Wilmington, NC and Charleston, SC.

Who We Are

C. Herman Construction is focused on bringing together team members that share our same mission: To provide quality construction and exceptional customer service through a dedicated partnership approach. We are a culture of passion, teamwork and encourage continued professional and personal growth.

While our projects are large, our team members are our greatest asset, and we pride ourselves on having a small close-knit hardworking crew that is like a family. This family mentality is something we are committed to passing along to both our employees, clients, and vendors. As our company continues to grow and diversify, we aim to always keep our family small, work hard, have fun, and continue to deliver the same high level of customer service to our clients.

What We Are Looking For

C.Herman Construction is seeking an experienced Assistant Project Manager with 3+ year's experience in multi-family construction. This position will be assisting with a project located in the Raleigh area and will play a pivotal role in supporting the Superintendent in all facets of project execution. This position also acts as a liaison amongst the architect, engineer, and subcontractors.

The ideal candidate is a strong leader with a proven background in managing project efforts, from preconstruction through turnover. The Assistant Project Manager will have knowledge of the construction process including preconstruction, major system evaluations, estimating, scheduling, cost control, design and client management. This person will be a problem solver that leads by example and practices good judgment while maintaining the core values and standards of C.Herman Construction.

Benefits

We offer an environment that encourages professional and personal growth, an excellent benefits package, and a small close-knit family culture. Join a team that values people and a place where our team members are our greatest asset. Some benefits include:

- Competitive Salary
- Bonus potential
- Health, Dental, Vision Insurance
- Family/medical leave
- Paid Parental Leave
- Company 401K
- Paid Time Off (PTO)
- 8 Paid holidays per year
- Half-days every other Friday (May-Aug)
- Company Outings/Team Building Events
- Employee referral program

***See page 2 for job description/responsibilities**

Key Job Responsibilities

- Prepare budgets, cost analysis, project plans, scopes of work and schedules for construction
- Maintain budget and report status throughout the entire duration of project to ensure job stays on track and within budget
- Verify all contractor/subcontractor pre-qualifications
- Confirm that all building permits, driveway permits, encroachment permits, stub permits, etc. are in place, as to not be held up during the construction process.
- Source and negotiate business and legal provisions of construction contracts.
- Resolve issues with win-win solutions and collaboration.
- Display natural leadership skills and assure that project responsibilities are carried out promptly and accurately.
- Prepare and develop strategies to win project bids, including preparation of bid documents, negotiating and awarding subcontracts
- Update and monitor project schedules using Procore Software
- Track and update change orders/purchase orders
- Assist the Controller in obtaining each subcontractor's legal company name, and physical address, Federal Identification number, (W-9)
- Facilitate processing of RFI's, submittals, delays processes.
- Plan review and provide documents for cost analysis
- Oversee the buyout and contract process of each project and obtain all necessary documents for owner/architect/contract meetings
- Prepare and verify all record drawings for warranty and close-out.
- Build strong relationships with subcontractors, consultants, clients and municipalities and earn customer/client trust and satisfaction.
- Compile updated information/photos of project progress each month for monthly reports for clients
- Travel as needed for projects

Qualifications

- 3+ years construction management experience required
- Degree in construction management, civil engineering or related field preferred
- Proficiency in Excel, Word, and outlook
- Experience using Procore or another construction project management software
- Ability to effectively make sound decisions under tight deadlines.
- Excellent time-management and organizational skills
- Ability to organize, plan and manage multiple activities to accomplish desired results.
- Exhibit commitment to quality by evaluating project-related processes. Make necessary changes, use customer input to make improvements, and meet/exceed internal and external customer expectations.
- Act in a manner of integrity that shows support for C.Herman Construction, our core values, while maintaining constant focus on meeting/exceeding client requirements and expectations

TO APPLY

**Submit cover letter, resume and a list of project experience to
Kara Klunk (Director of HR and Marketing) kklunk@chermanconstruction.com**