



Job Title:	Project Assistant	Job Category:	Project Management
Location:	Empirehouse, Inc.	Travel Required:	None
Level/Salary Range:	Salary-TBD	Position Type:	Full-time
HR Contact:	James Hutera	Date posted:	Click here to enter a date.
Hours	40 hour weeks	Overtime	None

Applications Accepted By:

<p>FAX OR E-MAIL:</p> <p>763-412-4509 or email jhutera@empirehouse.com</p> <p>Subject Line:</p> <p>Attention: Human Resource Director</p>	<p>MAIL:</p> <p>James Hutera Empirehouse, Inc. 5200 Quincy Street, Mounds View, MN 55112</p>
--	---

Job Description

SUMMARY

This position will work closely with Project Managers as well as Project Superintendents. This individual will build diverse experience in the areas of submittals, scheduling, material coordination, procurement, document control and other essential functions of job progress as well as job completion. This candidate will be enabled to grow and play a vital role in the jobs success.

PRIMARY RESPONSIBILITIES

- Develop strong relationships, ensure close collaboration and communication with owners, decision makers, influences, architects, engineers and other external customers critical to a project’s success.
- Create and maintain positive relationships with subcontractors and vendors; treat them fairly and professionally in all interactions while setting an example for others to do the same.
- Monitor project costs to ensure projects are following material budgets, labor budgets, define lead times, track allowances and contingencies.
- Monitor and maintain the procurement schedule; proactively identify and resolve problems within scope of work, track status of the job schedules on a weekly basis, make progress updates and adjustments timely and accurately.
- Manage and delegate effectively in order to avoid delay in the project completion: Creation of comprehensive submittal registry, submittal and shop drawing review, RFI’s (Request for Information) as well as material procurement and tracking.
- Adhere to and promote Empirehouse’s risk management and safety policies and procedures in order to create partnerships with the Project Managers and Superintendents to ensure compliance.
- Manage the closeout process effectively.
- Field measure and modify shop drawings in order to keep real time information while ensuring accuracy.
- Assist in the fabrication release package, release material purchase orders, final cutting list, hardware schedule, material location list, work orders, while communicating with the Production and Installation Coordinators.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Two year degree required, bachelor’s degree preferred.

PREFERRED SKILLS

- Excellent communication skills
- Must be proficient with MS office-excel, Access, Outlook, Scheduling Software, I.E. Project or Smart Sheet, and PDF Markup
- Ability to read and correctly interpret construction plans/drawings and specifications
- Excellent organizational skills are an absolute must
- Must be able to multi-task in a fast-paced, ever changing working environment
- Aptitude for working independently on assigned projects
- Technically competent and able to effectively communicate with customers and co-works

Benefits

- The company offers excellent benefits-HSA, FSA, 401K, PTO, competitive salary, and a casual work environment.

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	