

Assistant Project Manager

Position Overview Under the general direction of the Project Manager, the Assistant Project Manager will assist in the planning, documentation preparation, coordination and scheduling of activities within their assigned series of work. The Junior Project Manager represents the primary interface across all project functions for their assigned series.

- Key Responsibilities**
- Responsible for development and management of detailed plans, including development of detailed schedule, materials planning, logistic planning, and development of all documentation (procedures, work packages etc) required to implement the work
 - Coordinate with all required project (internal and external) resources to develop execution planning deliverables, including: construction supervision, technical staff, engineering, quality control, safety, human performance, sub-contractors, client stakeholders, etc.
 - Responsible for providing updates on key metrics related to JV jurisdiction, including schedule, Quality, Safety, issues and risks.
 - Directly support the implementation of training of work force alongside the training team
 - Maintain excellent relationships with client, engineers, consultants, subcontractors and public
 - Responsible to ensure that all work is conducted in a safe manner in compliance with safety, quality and human performance policies.
 - Implement Joint Venture and Client policies and project procedures as required
 - Assist in developing recovery strategies when project schedule or budget are in jeopardy
 - Directly support work during execution phase, including monitoring for performance, provision of guidance to the field team, reporting to the client, leading problem solving efforts and development of adverse condition recovery plans
 - Ensure project is constructed in compliance with drawings, specifications, Field Work Packages (FWPs), Inspection Plans and project schedule and budget
 - Ensure the work is carried out in accordance with project quality guidelines

- Required Knowledge & Skills**
- Education to include undergraduate degree in Engineering or technical college diploma or equivalent combination of technical training and/or related experience.
 - 5-10 years' experience in project execution
 - 2-5 years Project Management related experience
 - Experience with coordinating/managing Construction work
 - Ability to successfully coordinate a construction project
 - Knowledge of all aspects of construction such as; technology, equipment, methods, trade agreements and jurisdiction, engineering, cost control, scheduling and safety requirements
 - Good communication, organizational and supervisory skills are essential
 - High proficiency in standard computer programs

- Experience in preparation and delivery of project reports in writing and verbally, including presentation to various stakeholders

Employment Status Contract

Contract Start Date To be determined

Compensation & Benefits E. Corbiere and Sons Contracting offers the opportunity to work on challenging, high profile projects and provides competitive compensation and benefits.

Overview

Accessibility E. Corbiere and Sons Contracting accommodates, upon request, candidates with disabilities throughout the hiring process.