



Assistant Project Manager

Are you looking to join a successful company with a great culture and does the opportunity to get involved in the project management of residential remodeling projects intrigue you? Are you organized, thorough, and do you have excellent communication skills? Do you take pride in providing excellent customer service? If you answered yes to these questions, please read on as this may be the place for you.

A little about our company. Lee Kimball is a well-established design and construction firm and we have been in business for over 80 years. We think a home should deliver joy, day after day, year after year. We embrace creativity, quality, full service, and accountability in everything we do. We are passionate about transforming homes and the lives of the people who live in them. We have the same passion for our team, the people who make it all happen.

Here is more about the position. The Assistant Project Manager will work to support our Production Manager keeping things organized and on track. They will also communicate and work with our clients and the Lee Kimball Team including staff, vendors and trade partners. The Assistant Project Manager will learn to execute the following project management functions:

- Obtain complete packages from Design including all details necessary are complete the project prior to being handed off to Production
- Ensure all estimates, change orders and schedules are updated and kept accurate
- Obtain all necessary information from municipality to pull necessary building permits
- Coordinate Hand-off Meetings, Site-check Meetings and Preconstruction Meetings and distribute notes
- Attend weekly site meetings throughout construction and coordinate schedules with Trade Partners and Lead Carpenters
- Ensure Meeting Minutes are distributed after weekly site meetings and distributed promptly with action items and deadlines noted
- In coordination with the accounting ensure that all client Payments and Change Orders are kept current and approved by Clients
- Verify the accuracy of all billing invoices, approve & properly code each invoice and send to accounting for timely processing (within 72 hours).
- Coordinates Remaining Items for projects nearing completions and Warranty Items within one year of closing a project
- Respond to all warranty claims and ensure requests are addressed promptly

Qualifications:

- Ability to read and interpret architectural plans and construction documents
- Some experience estimating, scheduling, and/or assisting with managing construction projects is helpful.
- Ability to learn and execute PC-based scheduling, estimating and software applications
- Valid driver's license and safe driving record

Essential Attributes/Skills:

- Excellent communication skills; oral, written and interpersonal
- Attention to detail and demonstrates good problem-solving skills
- Takes ownership of responsibilities
- Organized, thorough and plans ahead
- Ability to prioritize job responsibilities and meet deadlines
- Works well independently and with a team
- Can-do attitude and willingness to put in the extra effort

If you are interested in this position, please send your resume and a cover letter describing why you believe you would be fit for the position and our company. Send to bjohnson@leekimball.com

Lee Kimball is a family-owned residential Design-Build firm and was established in 1940. Our mission is to enhance the quality of our clients' lives by providing the best possible experience and outcome in the transformation of their home.