



## Assistant Project Manager

### Description:

Connecticut based road & highway specialty contractor hiring a full-time Assistant Project Manager to join their growing team of industry professionals. Celebrating their 40<sup>th</sup> anniversary last year, A&J Construction is a family owned business engaged in asphalt milling & paving throughout Connecticut, western MA, & eastern NY. The Assistant Project Manager will report to the Regional Manager & will be involved in the overall direction, completion, and financial outcome of each construction project.

### Responsibilities:

- Maintaining submittal logs
- Printing plans & specifications
- Preparing & processing purchase orders
- Delivering material samples
- Drafting quality control plans
- Drafting requests for information (RFI's)
- Maintaining production quantity logs
- Procuring & submitting testing documents
- Communicating with customers, owners, & subcontractors
- Reconciling progress quantities & preparing project invoices
- And other duties as assigned

### Requirements:

- Displaying professional appearance & projecting a positive collaborative attitude
- 4-year degree in Construction Management or Civil Engineering preferred
- 1-3 years of relative experience in heavy/civil/site construction preferred
- HCSS HeavyJob field management software experience preferred, but not required
- Solid working knowledge of Microsoft Excel & Word
- Detail oriented with strong prioritization & organizational skills
- Excellent verbal & written communication skills

### Salary & Benefits:

- Competitive salary
- Benefits include:
  - Medical
  - Paid Holidays
  - Paid Vacation
  - 401(k)

Please email resume & project history to [erik@ajpaving.com](mailto:erik@ajpaving.com)

