



**Project Management Assistant
Job Description
March 11, 2022**

The role of Project Management Assistant is a full time position with the responsibility of supporting a Project Manager and his/her team administratively. The duties of this role include, but are not limited to, the tasks listed below.

Responsibilities:

- Assist with keeping schedules current in BuilderTrend each week
- Assist the team with the development, oversight and distribution of weekly work plans for each project in their respective portfolio.
- Assist each project team/superintendent with entering Daily Logs into Buildertrend
- Assist PM with releasing weekly updates to the client through the BuilderTrend Client Portal.
- Assist with developing and maintaining 4 to 8 week look ahead plans for each project in their respective portfolio
- Assist with initial setup of each new project in BuilderTrend and maintaining accurate information throughout the life-span of the project.
- Assist with preparing the Earned Value tab for the Budget Report for each new project in their respective portfolio. For example, this would include preparing the Planned Value spend curve for each new project.
- Assist with monitoring the performance of each project in their respective portfolio and prepare reports as requested by the PM
- Assist with coding project bills each week
- Help the PM prepare Additional Item Forms as needed and manage the data input and distribution in Buildertrend
- Create Job site information book for each project in their respective portfolio
- Create client end-of-job book for each completed project in their respective portfolio
- Assist with the development of project plans in the front end of a project. One example of this would be coordinating with Interior Design on a Procurement Plan
- Assist with executing project plans during construction as directed by the PM
- Assist PM in applying for permits
- Assist with coordinating inspections for each project in their respective portfolio per the schedule
- Coordinating the PM's calendar as needed

- Providing administrative support to the PM as needed. This may include communicating with and coordinating data and information from field supervisors, county inspectors, material vendors or subcontractors
- Assist PM with documentation and coordination of selection choices for non-ID jobs, based on the standards and processes defined by the ID Pillar

Administrative skills:

- Strong Computer skills required. Proficiency using Google suite, Microsoft tools, and other software as needed. Ability to learn and adapt to new software.
- Proficient understanding of spreadsheet development and basic programming (either excel, google sheets or smart sheets)
- Strong attention to detail with a high capacity to notice

Characteristics, Leadership and Growth :

- Hardworking team player with the ability to accept challenges and problem-solve
- Understand and model the company's positive culture and core values
- Collaborative, teachable, and model a high level of professionalism
- Relational team player and leader
- Strong communicator both verbally and in writing
- Strong time management skills
- Detail oriented with ability to multitask
- Proactive

Education and Experience:

- 4 year degree or relevant administrative work experience
- Previous experience working with project management teams is a plus
- Experience and knowledge of the construction industry is a plus
- Must have a valid driver's license and access to personal transportation