

## **Assistant Project Manager**

Maloney Properties Contracting Division offers construction services, project management, and owner's representative services for the implementation of new development, capital improvement and renovation programs. Our extensive experience includes disaster response management, reconstruction projects, weatherization retro-fits and solar panel installations.

We are seeking an Assistant Project Manager to provide administrative support to Vice President and Project Manager. The successful candidate will have knowledge of the construction management process and all the disciplines associated with taking a project from concept thru completion. Responsibilities will include:

- Prepare contractor requests for proposals packages.
- Review and analyze plans and specifications.
- Communicate with contractors/vendors as well as internal departments to ensure the status of all projects.
- Develop, manage, and update project schedules.
- Travel to job sites for construction meetings.
- Create and manage project budgets including change orders, check requests, expense reports, invoices, etc.
- Prepare and update project related correspondence, reports, and paperwork in paper or electronic systems.
- Schedule and coordinate project related meetings including preparing agendas, taking minutes and other associated materials.
- Coordinate project close-out activities and punch list logs.
- Other duties as assigned.

### **Qualifications:**

- A Bachelor's Degree in Construction Management, Architecture, Real Estate or Project Management.
- At least 2 years of construction management administrative experience.
- Strong organizational, time management, and communication skills (verbal and written).
- Knowledge of MS Office (Word, Excel, Microsoft Project) is required.
- Drawing and knowledge and experience in AutoCAD are a plus.
- Must have a valid driver's license and vehicle.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid

sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=456903>