



## **Commercial Construction Assistant Project Manager – Georgia**

Are you entrepreneurial by nature, work well autonomously, and want the freedom to run your projects without being micromanaged?

JOC Construction is a full-service commercial construction company specializing in government contracts. Our home office is in Atlanta with regional offices in North Carolina, South Carolina, Tennessee, and Colorado.

Government commercial construction is our primary focus. Our projects range from \$50k to \$5M with most projects in the \$100k - \$2M contract range with a duration under six months. We focus exclusively on serving our client base through IDIQ type contracts in the government sector.

With our 20+ years of experience and growing network within our niche, we're looking for a motivated, full-time Assistant Project Manager to join our Georgia team at headquarters. New team members will maintain our high standards of customer service, work ethic, and top-quality commercial construction while contributing to JOC's family first culture and continuing profitability.

### **OVERVIEW**

As an Assistant Project Manager, you'll be assisting project managers in managing commercial construction projects from the joint scoping process through substantial completion. You'll be guided through our processes while gaining experience managing multiple projects at once in various phases of development, while meeting established budget and scheduling goals.

You will partner with our lineup of great people: employees, subcontractors, a diverse group of customers that we've been working with for years, plus gaining new customers — who usually become repeat customers after working with us.

You'll have the freedom to run your projects without being micromanaged; in a fast-paced environment, while surrounded by a fun and supportive company team.

### **BENEFITS**

At JOC Construction, we ask a lot of our employees, which is why we give so much in return. We offer our employees a comprehensive benefits package with competitive salaries and shower you with perks including:

- Salary: Competitive based on experience & skill set
- Medical, Dental, Vision
- 401(k) with a 4% company match and 100% vesting
- Company Credit Card for Expenses
- PTO for vacation and sick time
- Paid Holidays
- Tuition Assistance
- Sabbatical Program
- Annual Bonus
- Truck Allowance
- Cell Phone

## **REQUIREMENTS**

To be seriously considered for this role, please have the following in regard to:

### ***Experience***

At least 2 years' experience. Experience in government construction is preferred but isn't required. If you have 2-4 years' experience as a project manager or superintendent in construction, you're in the ballpark.

### ***Education***

A degree in construction management or engineering is preferred but not required. Other 2-year and 4-year degrees considered with applicable experience.

### ***Tech Skills***

We pride ourselves on being forward-thinking and tech savvy, so working knowledge of Microsoft Word, Excel and Project software is a must. Bluebeam experience is a big plus.

Familiarity with digital Estimating tools and experience with line-item estimating is a major plus.

### ***Characteristics***

A "can-do" attitude and entrepreneurial spirit are essential for success in this position. The ability to learn quickly and a passion for construction can more than make up for a lack of specific experience or a construction degree. Very good at prioritizing and managing your time (and others). The ability to meet deadlines, every time. Internally driven to take ownership of the successes of your projects is a must.

During your time as an assistant project manager, you will need to be able to work in a team environment and in some cases take instruction/direction from more senior employees to learn the JOC way of navigating various issues that come up.

### ***Cultural Fit***

- Customer Service is imperative.
- Employees are taught to acknowledge mistakes, work as a team to fix them quickly, and move on. We don't make excuses, and we don't shift blame. Our customers really appreciate it too.
- We hire great people, train them as needed, then get out of their way so they can do their jobs.
- We value the time and sacrifices that our employees make for the success of JOC Construction and return the favor by providing flexibility in the workplace for personal and family engagements.
- We are here to be of service to our employees and customers. Take care of your employees and your employees will take care of your customers.

## **RESPONSIBILITIES**

The primary responsibility of an Assistant Project Manager at JOC Construction is to gain as much knowledge and experience on a variety of projects under the guidance of a Project Manager. The timeline for the learning curve to move from Assistant Project manager to Project Manager is 2 years or less depending on pace of development. The Assistant Project Manager will be responsible for managing the success of a project from concept to completion, including the financial outcome with the guidance of a senior project manager.

Our projects involve government funds, and we have a responsibility to ensure that our projects are being handled and scoped appropriately and within the parameters of our contracts. He or she directs and supervises activities related to contract administration, change orders, submittals, procurement, project financial projections, and schedule requirements to ensure projects are completed on-budget and on-schedule while meeting our clients' demands and maintaining a safe work environment.

### ***Essential Functions***

- Assist Clients with Scope Development
- Estimate jobs in line item estimating tool
- Subcontract negotiation, scope review and buy-out of subcontracts
- Manage project budget
- Provide monthly cost reports and forecasts
- Preconstruction coordination and budgeting
- Project scheduling
- Work in conjunction with superintendents, project administrators, accounting staff
- Keep customers happy
- Promote JOC Construction to existing and new customers

**Please email [bbabbit@joc-construction.com](mailto:bbabbit@joc-construction.com) with you resume and references for more information about next steps.**