



## **Assistant Project Manager**

### **Primary Purpose**

The assistant project manager is responsible helping the project manager with overall project planning, scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. The assistant project manager responsibilities span a broad spectrum, covering all the areas of project management like - Project Planning, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management.

**Reports To:** Senior Vice President/Vice President/Project Manager

**Supervises:** Field Staff

### **Roles**

- Charting out the project objectives and plans, setting performance requirements, and selecting project participants.
- Bringing about optimum utilization of resources- labor, materials and equipment, and ensuring their procurement at most cost-effective terms.
- Implementation of various operations through proper coordination.
- Development of effective communications and mechanisms for resolving conflicts among the various participants.

### **Responsibilities**

- Perform a key role in project planning, budgeting, and identification of resources needed.
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Project accounting functions including managing the budget, tracking if team expenses and minimizing exposure and risk in the project
- Ensure that construction activities move according to predetermined schedule.
- Devise the project work plans and make revisions as and when need arises.
- Communicate effectively with the contractors responsible for completing various phases of the project.
- Complete job setup in Viewpoint and buyout project to include purchase orders, subcontracts, and change orders. These documents will be maintained by PM throughout duration of project.
- Co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors and laborers.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.



- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Periodic inspection of construction sites.
- Ensure project documents are complete to include submittals and operation and maintenance manuals.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client.

### **Knowledge and Skills Required**

- BA/BS degree in construction/engineering related field or appropriate field experience.
- Excellent communication skills.
- Ability to plan and organize a team effort.
- Good client management and goodwill building ability.
- Capacity to motivate, lead and boost morale of the teams.
- Effective time management and logical decision-making ability.
- Capacity to handle pressure.
- Willingness to travel extensively across the construction sites.
- Physical and mental fitness is a given.
- Strong focus on quality.