

<b>Position Description:</b>	Commercial Construction Assistant Project Manager
<b>Classification:</b>	Full-time employee (w-2) (Salary)
<b>Location:</b>	Campbell, CA

### ABOUT US

We at **COBE Construction, Inc.** are a group of **Commercial Builders and Engineers** that take great pride in providing exceptional value to every project of which we are a part. We are an innovative company with our own proprietary software and advanced project management tools that better enable the fast paced world of commercial construction. We are fortunate to work with many of the best and well known high tech companies in Silicon Valley. We believe our success is in large part due to our can-do attitudes, family-like culture, and great work life balance. We genuinely feel that COBE offers its employees a great opportunity to grow and advance their professional careers.

### ABOUT THE POSITION

As an Assistant Project Manager you will be working under a Senior Project Manager/Project Executive assisting or leading the management of projects so that they can finish on time and within budget, while ensuring great customer experience and satisfaction. This position will require project management and possibly some on-site supervision.

#### Organization and Management

- Perform a leadership role and oversee all project activities (estimating, qualifying bids, preparing schedules, defining scope, preparing submittals, sending RFI's, and handling Change Estimates and Change Orders)
- Monitor the "3-week Look Ahead" and overall project schedules to properly coordinate activities

#### Communication

- Complete and distribute daily reports and meeting minutes for each project that you are responsible for
- Communicate with all project contacts (e.g. clients and subcontractors) about schedule, progress, changes, etc.
- Work with onsite supervisor (if there is one) regarding approvals, schedule, and inspections
- Develop, maintain and enhance close harmonious relationships with clients, architects, engineers, fellow employees, subcontractors, vendors and local building officials

#### Execution

- Visit the project site and in some cases be the on-site supervision (can be around one hour drive from COBE's office)
- Conduct job site inspections to confirm each job's quality, progress, housekeeping, and safety
- Review drawings for estimating and construction
- Perform quantity take offs
- Procure COBE supplied material & equipment
- Compile and submit monthly payment applications to clients
- Interface with government agencies for inspections and obtain Certificate of Occupancies
- Complete a close out binder for clients
- CARE... Be willing to do whatever it takes to make sure the project is a success... Have a great attitude

### ABOUT YOU

#### You will need to have

- Strong organizational skills, and excellent communication skills (written, oral and presentation)
- A solid ability to review drawings and specifications for errors, vague information or discrepancies
- The ability to work under short schedules with tight budgets and a lot of pressure from clients
- The willingness to work, on occasion, long days, nights and weekends to successfully fulfill the project requirements
- The capability to draft subcontracts with attention to detail
- Strong critical thinking and problem solving abilities and the ability to effectively create solutions to difficult situations
- A strong reliable work ethic, high integrity, relentless drive, enthusiasm, wish for long-term employment
- The ability to respond positively to direction and feedback from clients, designers, building officials, and managers
- A professional and appropriate demeanor and appearance and a willingness to wear COBE shirts (provided by COBE)
- A knowledge of basic computer skills, familiarity with modern communication tools, and willingness to learn

### BENEFITS

- We offer stable salary employment with a Bonus Plan, and an opportunity to grow professionally and personally
- Complete health plan, 401K (matching), paid time off, holidays, smart phone, auto allowance, and more
- We are proud to be an Equal Opportunity Employer

For additional information regarding this position and COBE Construction, Inc. please feel free to contact our recruiter Elaine Cook ([Elaine@cobeinc.com](mailto:Elaine@cobeinc.com)) for more detailed information.