

**Project Manager Assistant
Design / Build Remodeling Division
Job Description**

The PM Assistant will help the individual Project Managers with their daily tasks. The PM Assistant reports directly to the location General Manager and works on a day to day basis with individual Project Managers. The PM Assistant's work is to be job-costed except with the approval of the General Manager.

This person is expected to work in compliance with Neil Kelly Company established standards for paperwork and processes.

Primary Responsibilities

The primary functions of this position include but are not limited to:

- 1) Preparing project meeting agendas, coordination of meeting times and places, visiting job sites;
- 2) Procuring building permits, facilitation of building permit inspections;
- 3) Ordering materials, picking up and delivering small materials, receiving materials at the warehouse;
- 4) Conducting safety checks and inspections;
- 5) Preparing budgets, preparing billings, preparing schedules, collating Trade contractor packages;
- 7) Assisting Project Managers with service work prior to the end of the first year after project finalization;
- 6) Assisting the VP Production, the location General Manager, and Project Managers, and trade contractors with client concerns and service work between the first and fifth anniversary of the project finalization (5-Yr Limited Warranty);
- 7) Demonstrating proficiency in Microsoft Project and various other computer software applications;
- 8) Maintaining and updating the location available labor list, lead times for permits and trade contractor's availability schedule on a weekly basis;
- 9) Performing clerical tasks; operating a variety of office machines and equipment, copying, performing basic mathematical computation, and using a calculator for record keeping;
- 10) Coordinate work with the PM Assistant in other offices as appropriate;
- 11) Other duties as they arise and time allows.

General Requirements

The Project Manager Assistant works on a wide variety of job sites many of which may have uneven and differing ground surfaces. The duties of the Project Manager Assistant will require a variety of physical activities including walking, climbing, sitting, standing, crawling, stooping, squatting, pushing, pulling, lifting up to 50 pounds, and visual inspecting.

The Project Manager Assistant will be expected to schedule his/her own time based upon assistant request forms as generated by the Project Managers. The schedule board will be kept up to date by the Project Manager Assistant. Timesheets are to be turned into the individual General Manager or Project Managers for approval.

Regular travel between the office and to job sites is also required. S/he will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office and during the work day in order to perform the required duties of this position. The standard mileage reimbursement form will be filled out and turned into the Project Managers for approval, and the Project Manager Assistant will be reimbursed at the current IRS mileage reimbursement rate for work-related travel.

The ability to work as a member of a team is a requirement for this position. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Project Manager Assistant will be expected to be a full participant on his or her team.

Project Manager Assistants are strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions. The Assistant is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

The position prefers a person with a combination of education and/or experience that provide knowledge in housing, construction, architectural design, cost estimating, construction specification writing and procurement of building permits. The person needs experience in setting priorities for tasks and in reviewing work for accuracy and to meet set standards.

The Project Manager Assistant must have skill in operating a computer; skill in effective communication in written and spoken English; skill in problem solving; the ability to read and follow directions; use a telephone and other office equipment. This position requires skills in prioritizing and coordinating assignments and in establishing and maintaining effective working relationships with coworkers, clients, and subcontractors.