



<https://bowegant.com/job/assistant-project-manager/>

Assistant Project Manager

Description

Get ready to hit the ground running taking responsibility on day one at one of our fast past construction projects:

- Solar & Renewable Energy
- Industrial Cold Storage
- Medical Facilities
- Commercial Warehouses
- Medium Voltage

Responsibilities

Potential job functions may include:

- Assist with the overall electrical scope on commercial and industrial projects
- Job QA/QC inspections
- Drawing as-built and closeout
- Handling design drawings, Submittals, and the request for information (RFI) processes
- Estimating & Takeoffs with Accubid and Excel
- Change order tracking
- Assisting with purchase orders, subcontractor agreements and change orders
- Gathering site information pictures and schedule progress
- Utilizing industry-leading technology and software to assist in construction processes
- Consulting with material suppliers and subcontractors
- Handling material procurement

Qualifications

Required Qualifications:

We look forward to hearing from you if you:

- Have construction management experience
- Have experience working with electrical trades
- Self-motivated to contribute and learn
- Local to South Jersey and Greater Philadelphia area and can commute daily
- Possess a current driver's license

Preferred Qualifications:

You are perfect for this opportunity if you:

- Have strong presentational and communication ability
- Completed a four-year degree in Electrical Engineering, Construction Management, Civil Engineering or Mechanical Engineering
- Are detail-oriented, organized, and can effectively handle multiple tasks

Hiring organization

Bowe & Gant Electrical Services, LLC

Employment Type

Full-time

Job Location

137 Blackwood-Barnsboro Rd,
08080, Sewell, NJ, USA

Date posted

June 4, 2024

- Have an understanding of construction law, NEC and generally accepted business practices
- Demonstrate strong collaboration, communication, and problem-solving skills and show initiative
- Showcase a positive and professional attitude and solid customer service skills
- Experience with, Excel , Blubeam RevU, Plangrid, Procore, Accubid