



UIBS

3941 Southeastern Way, Suite A
West Columbia, SC 29169
(803) 915 – 7890 | info@uibsus.com

Job Title: Assistant Project Manager

Job Type: Full Time

Job Location: Evansville, Indiana

Salary: \$60,000 ~ \$100,000

Job Description:

We are seeking for a skilled individual who will control schedules and cost of the project. The project team will rely on the schedules you create, manage, and update. You will review all cost related document including but not limited to submittals, proposals, quotes, invoices, and other documents that may affect schedules and budget.

Your duties will include:

- Perform quantity take off, cost estimates, and bid solicitation.
- Provide research options and regulation information as required.
- Reviews invoices and change orders, and other critical documents from subcontractors.
- Negotiate with subcontractors and vendors for specific trades ensuring that all scope is encompassed.
- Review vendor and subcontractor shop drawing submittals for construction as directed by the supervisor.
- Attend weekly job site meetings.
- Assist in the preparation of various reports to assist in the successful management of the project.
- Communicate effectively with client and subcontractors on the project.
- Other duties may be assigned.

Your qualifications are as follows:

- Bachelor Degree in Architecture, Construction, Engineering, or related field.
- 5~10 years of experience in related field.



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- Knowledge and understanding of construction projects, basic accounting, and scheduling.
- Experiences of construction projects involving local contractors including working with union labors.
- Excellent interpersonal skills and ability to work in team environment supporting Construction Project Manager and overall project team.
- Experiences with Bluebeam, Primavera P6, QuickBooks, and MS Office.
- Good analytical skills and ability to work in a team environment.
- Excellent verbal/written communication and interpersonal skills

Your benefits are as follows:

- Medical, Dental, and Vision insurance
- Life insurance
- 401K matching
- Relocation Assistant
- PTO
- Paid holidays
- Annual bonuses based on performance
- Visa Sponsorship
- Meals provided (Lunch/overtime dinner)
- Mobile Phone provided