



Roby Commercial GC

Description: Roby Commercial Assistant Project Manager

Roby Commercial APM Job Responsibilities:

- Financial
 - Billing reports
 - Receivables reports, client follow-ups and statement sending
 - Payables approval with Project Managers and Superintendents
 - Communicate cost and job posting changes
 - Invoicing jobs
 - Job setups
 - Closing completed job folders
 - Pick up customer payments as needed
- Field Support
 - Attend site meetings with Project Managers & Superintendents; create to-do lists as necessary
 - Hold field accountable for turning in work orders and time cards
 - Open permits and call in inspections as necessary
 - Print job scopes and project details for field staff
 - Assist management with scheduling field staff weekly
 - Check jobs for completed lead tests
 - Pick up/drop off blueprints
- Customer Service and Sales
 - Phone calls with prospective clients
 - First contact for clients that need assistance and can't reach Project Manager or Superintendent
 - General feedback on sales and customer service ideas
 - Handwritten notes to clients and prospects
- Administrative and Office Management
 - Order supplies and job materials as needed
 - QuickBooks and BuilderTREND support and training for staff
 - Act as local point person for systems and processes for staff
 - General office IT assistance
 - Assist with estimates
 - Assist with general insurance forms, bank forms and licenses
 - Misc. errands as needed
- Vendor
 - Pricing requests to vendors and subcontractors
 - Follow up to vendors and subcontractors on requested estimates
 - Manage approved subcontractor list
- General
 - Assist with the completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job
 - Assist with the management projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction
 - Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations



Roby Commercial GC

- Identify trends in the market by researching industry and related events, publications, and announcements

Qualifications:

- Bachelor's degree in Construction Management or Engineering preferred (with solid academic standing)
- Commercial construction experience a plus (renovations and/or ground up)
- Microsoft Excel, Word and Outlook experience
- QuickBooks experience a plus
- Ability to read blue prints
- Professional appearance
- Strong organizational skills
- Ability to multitask and manage the demands of numerous projects
- High level of customer service skills; focus on responding to and anticipating client's needs
- Shows leadership characteristics and ability to complete tasks without direct supervision
- Strong personal and business ethics
- A driven, passionate and career-minded individual
- The willingness to do whatever is necessary to provide a superior customer experience
- Civic minded and actively involved in his or her community