



Bancroft Construction is looking for a full-time **Assistant Project Manager**. This position will work closely with Project Managers and Superintendents and will build diverse experience in the areas of permitting, scheduling, procurement, document control, and other essential functions. You will be empowered to grow, take charge and to make an impact, and will be provided with excellent benefits and development opportunities.

Responsibilities:

- Develop strong relationships and ensure close collaboration and communication with owners, decision makers, influencers, architects, engineers, code and enforcement officials, and other external customers critical to a project's success.
- Create and maintain positive relationships with subcontractors and vendors; treat them fairly and professionally in all interactions and set an example for others to do the same.
- Monitor project costs to ensure project is kept within budget, including General Condition costs, Bancroft labor budgets, allowances, and contingencies.
- Assist in communicating accurate project schedule information to subcontractors/suppliers regarding schedule dates and coordination among all trades.
- Monitor and maintain the procurement schedule; proactively identify and resolve problems, track status of the schedule on a weekly basis and make updates and adjustments timely and accurately.
- Manage and delegate effectively the following as not to delay the project:
 - Creation of comprehensive submittal registry
 - Submittal and shop drawing review
 - RFI's (Request for Information)
 - Material procurement and tracking
 - Maintain an accurate drawing log at all times
- Adhere to and promote Bancroft's risk management and safety policies and procedures and partner with the Project Managers and Superintendents to ensure compliance.
- Ensure that comprehensive punch lists are created, communicated and completed as required by the contract documents and Bancroft's Quality plan.
- Manage the closeout process effectively.

Qualifications:

- Associate's or Bachelor's Degree in Construction Management or related field is a plus
- Access to reliable transportation to and from project sites
- Strong verbal and written communication skills
- Proficient in Project Management software including MS Office, MS Excel, MS Word
- Prolog Manager or Prolog Converge knowledge is preferred but not required.
- Fundamental experience using databases.

To apply:

All interested applicants are encouraged to email a resume and cover letter to Addie Banning, Human Resource Manager: employment@bancroftusa.com