****Diede Construction, Inc. Written 09/08/2014

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**Title:** Construction Assistant Project manager/Project Engineer

**Company:** Diede Construction, Inc.

**Locations:** Lodi, Honolulu

**Description:**

**Construction Assistant Project Manager/Project Engineer**

**Position Summary**

The Assistant Project Manager provides overall administrative and construction support for multiple projects for our Project Management Teams.

The Assistant Project Manager of Diede Construction, Inc. has the responsibility for working closely with the Project Manager in providing documentation and administrative support for projects.

The Assistant Project Manager is in contact with owners, customers, and subcontractors, which requires tact, sensitivity, and professionalism.

**Essential Functions**

* Responsible for all project administration for their team, including but not limited to:
	+ - * + Preparing Budgets
				+ Writing Subcontracts
				+ Preparing RFI’s
				+ Preparing Takeoffs
				+ Preparing Proposals
* Maintain and prepare all logs and documentation for weekly project meetings
* Cooperate with and assist field personnel (Super’s & Foremen)
* Communicate with:
	+ - * + Owners
				+ Owners Reps
				+ Suppliers
				+ Subcontractors
* Assume total project supervision responsibilities in Project Manager’s absence.
* The responsibilities of this position include, but are not limited to those listed above.

**Knowledge & Skills**

* Proficient in using a computer and the below listed programs:
	+ - * + Microsoft Office (Outlook, Word, Excel, etc.)
				+ P6 knowledge preferred
	+ Must have strong organization and time management skills, and the ability to self-motivate.
	+ Ability to multi-task under time constraints and working effectively as a team player in a professional office environment.
	+ Demonstrates excellent verbal and written communication skills.
	+ Ability to perform duties in a professional manner and appearance.
	+ Tactful, professional demeanor with the ability to interact effectively with managers, employees, vendors and others.
	+ Ability to read plans

**Company Overview**

Family-owned Diede Construction, Inc. (DDC) has grown its reputation by building with integrity since 1978. Today we design, build and manage properties throughout Northern California. The company continues to grow based on our ability to handle larger, more complex projects – projects requiring our signature creativity and our comprehensive services.

We build great buildings not by being big, but by thinking big. We build trust by treating our clients, employees and subcontractors like members of the Diede Family. We expedite projects by having a positive, focused attitude.