



Assistant Project Manager

Full Time - Starting Salary: Dependant on qualifications

Have a “Go-Getter” & dependable personality? If so, CoMitted 365 Roofing & Exteriors is the perfect employer for you. We are currently hiring an Assistant Project Manager to join our Team. Hard work is rewarded when you join our team!

Specific Role Responsibilities:

- Organize, plan, direct, coordinate, and report onsite construction activities
- Must be able to safely walk on all heights of roofs
- Oversight of all construction activity, material orders and deliveries, and subcontractor management of assigned projects
- Read, interpret, and understand all project documentation such as insurance, permitting, and project scheduling
- Document delays/changes
- Maintain and monitor quality standards
- Report to the management team all projects progress, new issues, resolutions, and budget and schedule compliance on a consistent basis
- Act as a troubleshooter on current projects
- Assure compliance with Company safety policies and OSHA safety standards
- Maintain a culture of continuous improvement, accountability, and problem-solving

Work hours are generally Monday-Friday 7am-5pm. There will be days that will require you to work earlier and later based on the current workload. You may be required to work at our sales events. (Tour of Homes, Home Show, and other Trade Events). These events are typically on the weekends and/or evenings. There will be occasions when the need for after-hours emergency work arises. Most of these events are outside of expected work hours. Most of these needs are around storms in the summer.

A Successful Applicant must have the following:

- Valid Driver’s License
- Must pass a pre-employment drug screen and DOT physical
- Bachelor’s degree in Construction Management, related field or business management, or 2 years field-related experience
- Diverse project background
- Strong attention to detail
- Positive Energy & Teamwork Mentality

- Be able to work outdoors in a variety of climates
- Can carry and lift at least 50 pounds
- Job requires various height levels, must be good with heights
- Experience working with a roofing CRM, AccuLynx is preferred

Benefits:

- Join a team that believes that hard work should be rewarded
- Simple Plan with Employer Contributions
- Health Insurance
- Full-time employment with Overtime
- Growth opportunities
- Paid Holidays
- Paid Time Off

An Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, age, disability, or veteran status.