



13 Central Way Suite D Kirkland, WA 98033
206.365.4440 | www.avaraconstruction.com

We are looking for an exceptional **Assistant Project Manager**

We are a growing Kirkland-based General Contractor specializing in Commercial Construction.

We are a fast-paced, tight-knit group, with a distinct focus on growth and creating opportunities for our teams. Our work is primarily in the Seattle and Eastside markets and much of this position's functions will occur outside of the office.

The position will assist the Commercial Interiors' Project Management team. A training process to become familiar with our estimating assumptions, RFP process, buy-out process, project management tools, client protocol, and closeout and warranty programs will be provided. This position reports directly to the Director of Special Projects division.

Candidate will be responsible for the following:

BUSINESS AND RELATIONSHIP DEVELOPMENT (INTERNAL/EXTERNAL)

Business Development:

- Business development, networking, and relationship building
 - Maintain and enhance current network in order to leverage relationships to secure profitable projects
 - Assist Owners and Architects throughout the Design-Development phases

BUILDING (CONSTRUCTION PROCESS)

- **Support estimating process:**
 - Perform full take off, budget pricing, procuring subcontractor bids, compiling proposal, assess proposal against current market rates.
 - Repricing exercises as requested by our clients
- **Support of the construction management process:** preconstruction through project closeout, with an emphasis on budget and cost control
 - Creation of Project Schedule
 - Subcontractor and Vendor Buy-Out
 - Scope Creation for any uncovered scopes
 - Create and Process Owner Pay Applications
 - **Project management:** compose project plan, build schedule, execute buyout, manage construction by coordinating self-perform and subcontractors' work, conduct OAC meetings, update schedule throughout project, prepare and ensure accuracy of monthly billings, complete project close-out process
 - Risk Analysis and Risk Mitigation
- Ability to Manage multiple projects and competing priorities concurrently

COMPANY CULTURE

- Exemplary customer service – consistently exceed expectations of customers
- Sound decision making and judgement calls
- Taking initiative
- High level of integrity, confidentiality, and accountability
- A desire to constantly improve self, company, and those within
- Work with a high level of autonomy



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Qualifications required

- Preferred Project Engineer experience, preferably in Tenant Improvement
- Experience in reading construction plans
- Experience in issuing RFIs, Submittals, Change Order Proposals, OAC Meeting Minutes
- Experience working with subcontractors, developing their scopes based on construction documents
- Experience developing project schedules, MS project preferred
- Experience assembling and distributing close-out documents to clients

Salary Compensation DOE
Medical/Dental/Vision
Bonus Compensation Available
Company Phone or Phone Allowance
Mileage Reimbursement or Company Vehicle

Please visit www.AvaraConstruction.com to see more information on our company and the overall standards that we expect from all members of our team.