



## Hutchinson Construction Assistant Project Manager

### About Hutchinson Construction

At Hutchinson Construction, our purpose is *to serve others, by building futures for people and communities*. We live out our purpose and values every day and look to add team members with similar values, are driven, hard-working, fun, and share our passions.

Our team members and culture are most important and thrive when there is harmony between them. This is what will drive the company to new heights. That success is in-turn given back to team members and their communities. This is our purpose. We expect all team members to live out the company values every day, in every interaction – whether at work or not. Those values are:

**Service** – We are passionate about serving others. Through every action of our company, and its team members, we aim to serve people in a radical way – on and off the construction site.

**Trust** – Trust is the foundation of our relationships and service attitude. Our commitment to integrity and transparency is industry leading.

**Reliability** – Our word is stronger than a contract. Our team of master builders see it through no matter the complexity.

**Creativity** – In a world of innovations, we seek to be creative. We are master builders, and while we may leverage innovations as part of the equation to improve processes and experiences, our focus is on creativity – the starting point to innovation.

**Fulfillment** – We seek fulfillment in all that we do. We love to build, and we love our families. Our vocation and life purpose live in harmony as we take special care to prioritize, cultivate and pursue fulfillment.

We are a veteran-owned small business and equal opportunity employer.

### The Role and Expectations of Assistant Project Manager

This role is critical to the success of our team. Every position on our team is valued and meaningful. The assistant project manager reports to the senior project manager (SPM)



and will manage all aspects of projects. This role is one of immediate project leadership with the support of the SPM.

## **Responsibilities**

- Works with superintendent to create weekly schedules for the project.
- Ensures the project has all the resources, materials, and consumables needed to effectively build the project.
- Walks the site to inspect safety and quality, working with the superintendent to fix and concerns.
- Review and approve project invoices.
- Prepare payment applications.
- Maintain project financials and prepare financial reporting.
- Work with estimating to prepare project estimates.
- Maintain customer relationships.
- Track production and yields to ensure proper installation and project health.
- Other items as assigned.

## **Required Skills and Qualifications**

- 4-year degree in civil or construction engineering from an accredited university program.
- 3 years of civil construction experience preferred.
- Excellent self-starter.
- Inquisitive.
- Attention to detail.
- Excellent problem-solving skills.
- Positive attitude and temperament.
- Trustworthy person with strength of character.
- Must have strong interpersonal and motivational skills.
- Effective written and oral communication.
- Excellent organizational skills.

## **Compensation and Benefits**

- Competitive Salary
- Insurance:
  - Medical
  - Dental
  - Vision



- Life
- Short-term Disability
- Long-term Disability
- Retirement:
  - 401k match plan
  - Financial advisory services
- PTO:
  - 3 Weeks/Year
- Holidays
  - We recognize 8 national holidays
- Bonus
  - This position is bonus eligible
- Travel
  - There are opportunities to travel for various events relating to company business development and recruiting.

To apply for this position, email your resume to [awhitener@hutchinsoncompanies.com](mailto:awhitener@hutchinsoncompanies.com)