



## Assistant Project Manager

### Classification

Hourly

### JOB DESCRIPTION

#### Summary/Objective

Under the direct supervision of the President and Senior Project Managers, this position provides Project Manager support on resulting sales of IRSC services.

#### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Communication and maintains relationships with clients in a professional and timely manner.
2. Perform Quality Compliance Observation (QCO) site visits, prepare and forward daily photo reports within 24 hours.
3. Proof and forward daily reports and photo reports submitted by QCO staff. Handles field questions and site visits while monitoring project and IRSC budgets.
4. Assist in preparing specification documents and details for roofing projects. Attend pre-bid, pre-construction meetings and progress meetings, including preparing meeting agendas and meeting summary.
5. Assist with visual surveys, infrared moisture surveys and follow-up, pre-specification involvement and asbestos sampling
6. Performs test openings and repairs to existing roofs.
7. Utilize computers and electronic communication (E-mail, Microsoft Word, Upload Photos, etc.). Able to learn and utilize required project software programs (GoCanvas, TSheets, RoofPro, etc.).
8. Assist in developing proposals for roof consulting services, including time and budget estimates for outlined services.
9. Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies and within budgets to achieve the overall objectives of this position
10. Maintains a favorable working relationship with all other company employees to foster aid promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness
11. Performs other duties and responsibilities as required or requested.

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## **Competencies**

1. Technical Capacity.
2. Problem Solving/Analysis.
3. Customer/Client Focus.
4. Decision Making.
5. Project Management.
6. Communication Proficiency.
7. Teamwork Orientation.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets and employees are expected to have competency in recognized, established electronic programs to fulfill the requirements of the job.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Will also need to handle and climb ladders for roof access.

## **Position Type/Expected Hours of Work**

This is a full-time position and hours of work and days are Monday through Friday 7:30am-4:00pm. Occasional evening and weekend work may be required as job duties demand.

## **Travel**

Travel is during generally during the business day and requires some out-of-the area travel overnight.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.