

Puetz Design+Build is a progressive Design/Build/Construction Management firm with offices in Mitchell, Sioux Falls and Pierre SD. We are currently taking applications for an Assistant Project Manager to be based in our Sioux Falls or Mitchell office location. Job duties and qualifications include but are not limited to:

1. Requirements

- A. Strong organizational skills, detailed orientated and conscientious.
- B. Strong interpersonal capabilities.
- C. Foster positive teamwork relationships with clients, fellow employees, subcontractors and suppliers.
- D. Maintain an organized and clean office area.
- E. Ability to learn the specifications and technical details of a commercial construction project.
- F. Ability to create and maintain project estimates.
- G. Self-starter and with an analytical mind set.
- H. Ability to use professionalism and ethical judgment in all areas of the job.
- I. 4 year College Degree in Construction Management.
- J. Strong computer skills.
- K. Experience in MS Word, MS Excel, Microsoft Project, Outlook, Bluebeam and ProCore.

2. Primary Job Duties

Assist The Project manager in the following areas:

- A. Representation of Puetz Design+Build
- B. Establishment and Maintenance of Client Relations
- C. Evaluation of Client Needs -Good Listener
- D. Preparation and Maintenance of Project Cost Estimates and Project Budgets - sometimes with little information
- E. Solicitation of Bids and Proposals from Subcontractors and Suppliers - Maintain ethics policies
- F. Evaluation of Bids and Proposals
- G. Identification and Evaluation of Design Costs
- H. Value Engineering
- I. Review Project Drawings and Specifications
- J. Assist in Preparation and Distribution of Project Documents
- K. Assist in On-Site Contract Administration

Operations

- L. Purchasing and Contracts
- M. Management of the RFP process
- N. Identification and Evaluation of Means and Methods of Construction
- O. Communication and coordination of project schedule, means and methods with Operations
- P. Identifying and Resolving Project Issues - RFI's

- Q. Provide Collaborative Input For Overall Company Operations
- R. Maintain Project Estimate - Change Orders, Forecasting etc.
- S. Preparation and Interpretation of Schedule of Values and Billing Documents
- T. Invoice Review and Coding
- U. Billing Preparation
- V. Collections

3. Working Conditions

- A. The Assistant Project Manager will report daily to the Puetz Design+Build office and coordinate closely with the Project Management Staff.
- B. Travel to Jobsites and Client Meetings is required.

Puetz Design+Build provides a competitive salary and benefits package.

All resumes should be sent to Doug McCune's attention at Puetz Design+Build.
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