Position: Assistant Design and Construction Manager,

Montage Inc. a Federal Government Design Build contractor in Washington DC with international projects is seeking an assistant Project Manager to provide support to the project managers for Design and Construction, and to monitor and coordinate the execution of the schedule and processes related to Submittals, QC reports, anticipated cost reports, and project status updates. Types of projects supported include Design Build Federal Government, building upgrades, and site work including all design disciplines and all construction trades.

Job Description

PRINCIPAL RESPONSIBILITIES

Become familiar with terms and conditions of the contract drawings/specifications and scope of work.

Support staff responsible for identifying project requirements, estimate costs, prepare schedules, and coordinate completion of required work

Prepare agendas, develop and maintains project timelines as required for each project and project phase.

Support the sourcing of all third party contractors; Assist in the selection and contracting process of consultants and construction contractors as necessary for each project.

Review requisitions, change orders, payment applications, and other invoices associated with the project.

Issues regular status reports to internal team and project stakeholders regarding work in progress

Provide analytical support and leadership to the project management team with project reporting, benchmarks, budget and scheduled controls.

Input data and manage content with project management technology system that will be used to manage client assignment

Participating in construction progress tours and assists with preparation of physical status update reports

Perform project-related assignments as required in the daily operation of the group

KNOWLEDGE AND EXPERIENCE

Bachelor’s degree or equivalent experience

5-7 years related experience in an engineering/construction project management environment.

Excellent interpersonal skills and a collaborative team style.

Technical skills in Microsoft Word, Excel, and PowerPoint required.

Ability to prepare executive level presentations and dashboard reports

Detail oriented and effective communicator with senior levels of management

Establish priorities and be able to handle a large volume of work at once

Ability to listen to team members and stakeholders to define and communicate objectives effectively
Ability to develop excellent client relations, client management, and consultation skills required. Superior oral and written communication skills required.

Please submit resumes to sinam@montageinc.com.