



**Weekes**  
Construction, Inc.

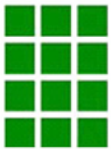
# Assistant Project Manager

## POSITION PROSPECTUS

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Weekes Construction, Inc.  
237 Rhett St | Greenville, SC 29601  
P.O. Box 17977 | Greenville, SC 29606  
P: 864.233.0061 | F: 864.235.9971  
[www.weekesconstruction.com](http://www.weekesconstruction.com)





- Assist project manager with bid process, job scheduling, sub management, job completion and close out for fast track/deadline driven retail projects; must be well organized and able to work independently in a fast paced, small company environment. Candidate will work with Project Managers responsible for all aspects of Construction; client relationship, bidding, managing and closing projects.

**Required:**

- Construction Management Degree (preferred)
- 3-5 Years' experience in commercial construction (plan reading, estimating, scheduling, RFIs)
- Resume
- References
- Pre-employment Drug Screen
- Background Check
- Able to work at a very fast pace
- Some travel