

# **Weekes Construction, Inc**

## **Assistant Project Manager**

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.

Geographical region of work is National

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