



Singleton Construction is unlike any other construction company, we break the traditional mold of our industry – and we believe it is our culture that sets us apart. Great people are at the center of our business and we demonstrate this in the people we hire, the customers we work with, and the way we operate.

We hire great people, and foster a problem-solving culture that focuses on results. Our people are the driving force behind our success, so we strive to create a working environment that is truly people centric, where the ideas and input of every person truly matters, and where your career and progression is as much a priority to us, as it is to you.

We are seeking an energetic, driven and self-motivated **Assistant Project Manager** to join our growing team. You will be responsible for supporting our operations team in the management of construction projects from planning & development through project completion, working across a variety of important retail projects of various scopes and sizes.

A thirst for learning, development and high self-responsibility, alongside great communication & relationship building skills are essential in this role. We value these attributes and a drive for hard work, over project management experience, so welcome applications even without prior project management experience.

Responsibilities of the role will include:

- Creating, developing and maintaining positive relationships with customers, subcontractors, team members and other project stakeholders
- Creating scope of work assignments
- Weekly reporting and document control
- Assisting with creation and maintenance of project schedules
- Planning and implementing procurement of all materials and services for each project
- Preparing, negotiating and initiating change orders
- Reading and interpreting plans and specifications
- Ability to read and understand plans and specifications.
- Job costing
- Attending job meetings
- Ensuring safety and quality standards are met on all projects
- Creating and participating in project closeout procedures

Attributes desired for this role:

- Ability and willingness to travel (we operate nationwide so will have projects all over the US)
- Strong communication & relationship building skills as we work typically in an open store environment
- Self-motivation, responsibility & drive to support the project management process at all levels

Please submit all resumes to hr@singletonconstruction.net