



Full Time Assistant Project Manager for a specialty interiors contractor in the Education, Healthcare and Laboratory Market Segment

*Do you want to join a winning culture?
How about finding your professional home with people you enjoy working with?*

NEIS Collective a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a full time Assistant Project Manager in our Grand Rapids, MI office.

The Assistant Project Manager is responsible for supporting our Project Managers in maintaining effective organization of project documentation and requirements. This position will identify, oversee and coordinate the submittals and change order processes, monitor project schedules, communicate with vendors and manufacturers and assist with jobsite coordination. The Assistant Project Manager will work closely with Project Managers to oversee all project administration and will also work with Estimators on project changes and new small projects. With some travel to our jobsites and vendors for field coordination, dimensioning and general coordination, most day-to-day activities will be completed in office.

Essential Duties and Responsibilities:

- Assist Project Managers on projects from start to finish, ensuring that all activities are efficiently and effectively coordinated and completed on time, within budget, and in accordance with contract documents.
- Ensure accurate and complete files are maintained for projects and appropriate close-out documents are distributed in a timely manner in accordance with corporate and customer standards.
- Negotiate and prepare estimates for change orders as needed.
- Manage submittal process, requests for information and change orders.
- Attend project meetings and visit jobsites as needed or required.
- As part of the developmental process, establish a level of competency to run jobs with Project Manager's oversight.
- Responsible for jobsite coordination; handling logistics and timelines in support of large projects to ensure the materials are onsite on time.

Qualification Requirements

- Have the ability and desire to be in the field 10-20% of the time.
- 2 years of experience in construction, project management or a related field
- Associate Degree or higher preferred, comparable experience, or a combination thereof, in field related to Construction, Engineering or Architecture
- Strong computer skills
 - MS Office (Excel, Word, Outlook)
 - Google (Gmail, Drive, Docs, Sheets)
- Experience with Bluebeam preferred
- Dependable work ethic
- Excellent accuracy and attention to details
- Drive to learn and develop

- PEOPLE - INTEGRITY - INTENTION - ACHIEVEMENT - HUMILITY -

- Strong organization and prioritization skills
- Ability to work well on a team; collaboration
- Record of strong, proactive communication skills
- Works well under pressure, time-constraints, and challenges
- Valid Driver's License and available transportation to visit job sites, customers and other work-related venues that may not yet be ADA compliant

We offer personal and professional advancement and a family friendly atmosphere that reflects our Core Values:

People - Integrity - Intention - Achievement - Humility

In addition to being a great place to work, we offer a competitive compensation package as well as generous PTO, health and welfare benefits. The salary will vary based on applicant's experience, skills, and abilities, geographic location as well as other business and organizational needs.

If you are looking to join a winning culture with a market leader... Please send your resume in confidence to Human Resources at hr@neis.com and visit us on the web at www.neis.com to see a collection of projects we've completed with passion and creativity and see why NEIS Collective is a great place to call your professional home.

Affirmative Action Equal Opportunity Employer/Drug-Free Workplace