



Hiring Project Assistant Manager

Established in 1997, **Four Season Air Inc.** is a regional servicing organization providing installation, maintenance, and repair of heating, ventilation, air conditioning, and indoor air quality systems, for large commercial buildings.

Description Responsibilities:

Assist of Construction/Project Manager with all aspects of project management from start-up to close-out of construction projects (mostly commercial TI) including, but not limited to, job estimating, bid process, project/job cost management and forecasting, contract management, close out packages, submittal processing, prelim and lien release processes, creating and maintaining project files, attending site meetings, preparing and maintaining project documents including meeting minutes, schedules, and status reports, communicate with consultants, vendors and sub-contractors to monitor performance and provide coordination of activities during construction, managing all admin processing for the job, including set up folders, project initiation, scheduling inspections, researching specialty vendors.

Job Requirements:

- Highly proficient with Microsoft Excel
- Proficient in MS Office Quick book
- Strong organizational, multi-tasking and excellent communication skills.
- Ability to multi-task, balance multiple priorities and assignments simultaneously, be detail-oriented, self-motivated with ability to take ownership of processes and work well under pressure and meet deadlines
- Ability to effectively and efficiently present information to principals, co-workers, and clients as well as provide recommendations when applicable
- Team player, quick learner, positive can-do attitude and a friendly personality is a must!

E-Mail your resume, which should include salary history, requirements and contact information for previous employers attached as a Word document or PDF file. Subject line should read "Construction/Project Assistant Manager".

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