

BALSITIS

CUSTOM HOMES • RENOVATION • CONTRACTING

Project Assistant – Job Description

Overview: The project assistant oversees tasks delegated by the Senior Project Manager and needs to be highly organized, adaptable, and able to prioritize tasks while working independently.

Hours: 8 a.m. - 4:30 p.m., Monday-Friday

Rate of Pay: \$15 - \$20 per hour based on experience

Responsibilities/Duties:

- Work collaboratively with the Senior Project Manager and team to maximize productivity from bidding jobs through final construction completion.
- Assist in organizing and monitoring project schedules and deadlines using BuilderTrend software.
- Monitor project budgets and communicate change orders to management on a daily basis.
- Work closely with Design Coordinator and Job Superintendent on project details and execution.
- Complete any necessary administrative tasks.
- Assist BCI staff when needed.
- Demonstrate commitment to client's needs.
- Experience with Project Management Software a plus.

Qualifications/Skills:

- Exceptional communication and interpersonal skills.
- Collaborative working style and team-player attitude.
- Able to thrive in a high-volume, deadline-driven work environment.
- Attention to detail.
- Strong math skills.
- Aptitude for problem-solving.
- Excellent computer skills, including experience with Microsoft Office Suite, with emphasis on using spreadsheets.
- Ability to read blueprints a plus.

Reports To: Senior Project Manager