

TINGUELY DEVELOPMENT, INC.

Job Description: Project Assistant

Each Project Assistant will be required to implement the following as it pertains to their assigned and overall responsibilities:

ESSENTIAL FUNCTIONS

- Work with the Project Manager to perform the following duties:
 1. Project Planning
 2. Material and supply procurement
 3. Change Proposal and Change Order documentation
 4. Subcontractor and Vendor communication
 5. Scheduling
 6. Budgeting
 7. Quality Control
- Project administrative duties:
 1. Tracking and documenting material deliveries
 2. Organizing stored materials at warehouse or the jobsite
 3. Recording meeting minutes and notes
 4. Other administrative duties as defined by the Project Manager

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- 1 year experience in a construction related professional office environment.
- Proficient in Microsoft Word, Excel, and Outlook.
- Ability to read and understand construction documents.
- Use of proper business protocol and grammar.
- Excellent written and verbal communication skills.
- Well-organized and self-motivated.
- Able to handle multiple tasks/projects.
- Skilled at coordinating, monitoring, and tracking various project documentation.
- Work courteously and professionally in a team environment with tradesmen, subcontractors, vendors, inspectors, owners, clients, consultants, architects, and engineers.