

Construction Assistant Project Manager

With over 40 years' experience as exterior and interior professionals, Lutgen Companies is a top leader in roofing, siding, gutters, and interior remodeling since 1983. Our growing company is searching for a committed, hardworking individual to help grow our team. We offer yearlong work, team building adventures, incentive pay, PTO, holiday pay and more. We feel that family life is just as important as work life, so we ensure that all of our employees are home every night.

Essential Functions & Duties:

- Schedule and organize construction jobs.
- Assist with processing all invoices/paperwork/contracts/warranties/rebates for the construction department before, during and after completion of each job.
- Communicate and provide information by relevant methods internally and externally to customers and other company departments with the construction department.
- Work with Project Manager to determine and track change order conditions.
- Monitor and forecast cost to complete.
- Schedule and Communicate projects daily with Customers via Phone, Email and Text.
- Create all job folders for all construction jobs and apply for building permits, if needed.
- Arrange and participate in meetings, conferences, and project team activities.
- Work directly with all sub-contractors on submitting bid/estimate information, project details and scheduling.
- Create and distribute PO, financial and statistical reports.
- Responsible for job costing for construction related projects and verification of vendor invoices for costing out jobs.

Knowledge and Skills:

- Minimum of 2 years' experience in construction or service-related company.
- Proficient in Microsoft Word and Excel, desired.
- Experience working in SalesForce, desired.