

Preston Construction is a growing commercial, light industrial General Contractor looking for a qualified Assistant Project Manager in Johnson City, TN, with 3+ years' experience in the field or as a commercial assistant project manager. The right candidate will have experience on large and/or small projects including but not limited to ground up and renovations on all types of commercial and light industrial projects. They will also have great technical skills, great communication skills and strong attention to detail.

### Responsibilities

- Typical duties of an APM include managing day-to-day activities of subcontractors and suppliers, contract administration, procurement, change orders, requests for information, scheduling, and tracking submittals.
- General Contract, Subcontract, Purchase Order and change order administration.
- Process RFI's – receive, review, submit and log
- Material & Equipment – procurement and expediting.
- Project cost review, reporting, updating, and accounting.
- Review of subcontractor applications for payment
- Participation in and documentation of project coordination meetings
- Change order documentation and associated cost reporting and maintenance.
- Project Closeout preparations
  - Work is within a 30-mile radius of the Tri Cities region.
  - We are a member of the TN Drug Free Workplace.
  - Must be able to pass a drug screen and background check.
  - Medical, Dental, Vision Insurance, IRA matching available.
  - Pay based on experience. All inquiries are confidential.
  - This position is meant to be a permanent position. No travel or per diem paid.

Please submit a resume with 3 business related references and contact information for them.

You may apply on our website at <http://www.prestonconstructioncompany.com/job-postings/>

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year

Benefits:

- IRA
- IRA matching
- Dental insurance
- Vision insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program