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JOB DESCRIPTION

Contact – Sandi Smith: hr@codybrock.com

TITLE: Assistant Project Manager – Commercial Construction – San Francisco Peninsula

About Cody|Brock

Cody|Brock is a San Francisco Bay Area-based mid-sized commercial contractor specializing in high quality, full-service construction. We are recognized throughout the Bay Area for our outstanding quality work, personal service, and dedication to our clients. We are currently looking for self-motivated, energetic, dedicated players to join our team.

Position Summary

This is a support position assisting Project Managers in the areas of estimating, management, and commercial construction practices through direct involvement in all aspects of a commercial construction project from start to completion. The ideal candidate is motivated, organized, deadline driven, and possesses excellent communication skills.

Assisting Project Managers with the following Essential Duties and Responsibilities

- Communicate job schedules and timelines for projects to all parties involved
- Assist with bid process - produce plans, call subcontractors, collect bids, organize bid binders
- Work with Subcontractors: Write contracts, schedule all subcontractor-related concerns of each project
- Facilitate permitting and city government coordination for all aspects of projects
- Assist in project meetings with Owners, Tenants, Architects, Engineers and Consultants
- Coordinate and distribute submittals and shop drawings through project completion
- Maintain quality control of all employees and subcontractors hired for projects
- Finalize release and final closeout of projects, complete and organize final project documents
- Assist in generating, tracking, and completing all administrative requirements necessary to support project management duties as described, but not limited to, above
- Accurately record your time spent on various tasks by job number and tracking number for payroll and job costing

Qualifications and Requirements

- Must have a minimum two years construction or related experience
- Proficient in the following computer programs: Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe Acrobat
- Knowledge of the following construction management software helpful:
Sage-100, MS Project, iSqFt, Plan Grid or equivalent
- Participation in continuing education encouraged

Compensation

- Salary based on experience. Comprehensive benefits provided after a 90-day introductory period.