



Junior Project Manager

Job description:

Siteworks, Inc. is hiring for the full-time position of junior project manager to assist with routine on-site and office project administration for heavy civil and sitework construction projects in the Charleston Area.

Responsibilities:

- Experience with managing \$2-5 million site projects.
- Perform material takeoffs & estimates from construction documents.
- Assist with project bidding process.
- Review design documents for conformance and accuracy.
- Coordination of material procurement and deliveries.
- Handle product submittals, RFIs, monthly pay applications, and subcontracts.
- Process COs, shop drawings review, punch lists, and project close-outs.
- Assist with scheduling and monitoring of project progression.
- Conduct site visits and issue reports to upper management and clients.
- Attend weekly production meetings.
- Manage and coordinate meetings with clients and professional service providers.
- Manage and coordinate with sitework superintendents.
- Assist in subcontract bids, awarding contracts, and managing contract delivery.
- Meet with subcontractors and service providers to determine requirements and ensure implementation. Track associated costs.

Qualifications:

- College degree in construction management, civil engineering, or landscape architecture.
- 1 to 2 years of experience in construction project management preferred.
- Strong written and verbal communication skills.
- Deadline oriented with strong organizational skills.
- Analytical and problem-solving skills.
- Must be able to multi-task projects and prioritize effectively.
- Computer proficiency in MS Office Suite (Word, Excel, Outlook), Microsoft Project.
- Utilization of AutoCAD, Adobe Suite, and Bluebeam is advantageous.
- Please include 3 professional references and project list with your resume when applying.



- Compensation will be based on experience and performance
- \$750 sign-on bonus after 30 days of successful employment
- \$1,500 sign-on bonus after 120 days of successful employment
- 100% Employer Paid Health Plan!