



## Construction Assistant Project Manager/Project Engineer

One West Construction is seeking an Assistant Project Manager/Project Engineer who will assist in working with our clients, subcontractors, suppliers and vendors, architects, engineers and developers.

The Assistant Project Manager (APM) is a full-time position, responsible for assisting the Project Manager with managing the construction process on multiple projects simultaneously. The APM will assist in contract negotiation, working with designers, managing schedules, budgets and estimates, and regular construction administration. The APM reports to the Project Manager.

### Responsibilities:

- Support the project manager in successful project delivery
- Develop skills and knowledge to progress towards Project Manager
- Assist in negotiating contract agreements
- Assist in developing and maintaining good working relationship with architects, contractors and developers
- Documentation and preparation of meeting minutes
- Collaboration with the pre-construction group and development of project plans, schedules and budgets
- Assist the project manager with field personnel and subcontractor management

### Qualifications:

- 2-3 years of experience in engineering, architecture, construction or a related field
- Demonstrated experience working with a multifunctional team
- Demonstrated exceptional written and oral communication skills
- Passion and alignment with our vision, values and operating principles
- Desire to own decisions and take responsibility for outcomes
- Continually embrace personal and professional development
- Strong Microsoft Office skills
- Ability and willingness to travel the Greater Salt Lake area when required
- Ability to follow directions and take initiative when required
- Excellent communication, accounting and organizational skills
- Ability to multi-task and be deadline-oriented

Pay will be dependent upon experience and credentials.

Interested and qualified candidates should email a resume to [Careers@1WestConstruction.com](mailto:Careers@1WestConstruction.com).

One West Construction is an Equal Opportunity Employer.