**Assistant Project Manager / Project Engineer Job Description**

**Salary: $45K to $75K DOE**

The construction estimator will be responsible for estimating commercial construction projects in a timely manner with full specifications and details, following submittals and RFI's. We are looking for an estimating professional that is self-motivated, extremely well organized and accurate; excels in a fast-paced deadline-oriented environment and is capable of working in a team environment. The successful candidate will be an excellent communicator with an ability to prioritize and multi task while being pulled in many different directions.

**Essential Functions/Major Responsibilities:**

* Research information to support other teams and departments as needed
* Perform administrative tasks such as preparing submittals, estimates, scheduling meetings, etc.
* Keep track of and report on project progress
* Complete any tasks assigned by the Project Manager in an efficient and timely manner
* Perform other duties assigned by the Project Manager orderly and efficiently
* Read architectural and ID drawings and understand specifications.
* Provide correct and accurate take offs.
* Estimate materials and labor, and budget for commercial and retail projects.
* Form strong working relationships with subcontractors, estimators, architects and owners.
* Manage and respond to RFIs, As-Builts, and submittals during the job acquisition cycle.

**Knowledge, Skills and Abilities:**

**Qualifications:**

* Proven work experience as an Assistant Project Manager or similar role
* Proficiency in Microsoft Office and project management software
* High degree of organization and accuracy.
* Effective oral and written communication skills.
* Strong time management skills.
* AutoCad experience a plus.
* GPS experience
* Construction Estimating
* Construction

As an equal opportunity employer Silver Creek Contracting will hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. Silver Creek Contracting also enforces a zero-tolerance drug and alcohol policy.

**Employee Benefits: Silver Creek Contracting offers a competitive benefits package that consists of employer paid Medical/Vision for employees and a matching 401K Program. Employees also have the option of enrolling in Dental Coverage as well as AFLAC.**