

## Mechanical Construction Assistant Project Manager

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Company: Diamond Peak Recruiting

Location: United States

Category: other-general

**Position Overview:** As a Mechanical Construction Assistant Project Manager, you will support the project management team in planning, coordinating, and overseeing mechanical construction projects from inception to completion. You will play a vital role in ensuring projects are completed on time, within budget, and in compliance with quality and safety standards. This position offers an excellent opportunity for professional growth and development in the construction industry.

**Key Responsibilities:** Assist the project manager in all aspects of mechanical construction project management, including scheduling, budgeting, procurement, and quality control. Coordinate with internal teams, subcontractors, suppliers, and vendors to ensure timely delivery of materials and equipment required for project execution. Assist in the preparation of project plans, schedules, and budgets, and monitor progress to ensure adherence to established timelines and financial objectives. Conduct regular site visits to inspect work progress, identify potential issues, and implement corrective actions as needed. Assist in the management of subcontractors and vendors, including reviewing contracts, negotiating terms, and resolving disputes. Prepare and maintain project documentation, including meeting minutes, change orders, RFIs, and other project-related correspondence. Collaborate with project stakeholders, including clients, engineers, architects, and regulatory agencies, to address project requirements and ensure client satisfaction.

**Qualifications:** Bachelor's degree in Mechanical Engineering, Construction Management, or related field preferred. Minimum of 2 years of experience in mechanical construction project management or related field. Knowledge of mechanical systems, equipment, and construction techniques. Strong organizational and multitasking skills, with the ability to

manage multiple projects simultaneously. Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams. Proficiency in project management software and Microsoft Office suite. Commitment to safety, quality, and customer satisfaction. Benefits: Competitive salary based on experience and qualifications. Comprehensive benefits package including health insurance, retirement plans, and paid time off. Opportunities for professional development and career advancement. Exposure to diverse mechanical construction projects across various industries. Collaborative and supportive work environment with a focus on teamwork and employee growth.

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