

Project Assistant

This is a brief job description; all essential functions are not listed and are not limited to the following:

The Project Assistant is responsible for overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. The Construction Project Assistant responsibilities span a broad spectrum, covering all the areas of project management like - Project Planning, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management.

Knowledge, Skills and Abilities

- Charting out the project objectives and plans, setting performance requirements, and selecting project participants
- Bringing about optimum utilization of resources- labor, materials, and equipment, and ensuring their procurement at most cost-effective terms
- Implementation of various operations through proper coordination
- Development of effective communications and mechanisms for resolving conflicts among the various participants
- Oversee the construction project from start to finish
- Perform a key role in project planning, budgeting, and identification of resources needed
- Create the teams, develop the objectives/goals of each and assign individual responsibilities
- Project accounting functions including managing the budget, tracking of team expenses, and minimizing exposure and risk in the project
- Ensure that construction activities move according to predetermined schedule
- Devise the project work plans and make revisions as and when need arises
- Communicate effectively with the contractors responsible for completing various phases of the project
- Co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors, and laborers
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams
- Maintain strict adherence to the budgetary guidelines, quality, and safety standards
- Periodic inspection of construction sites
- Ensure project documents are complete
- Identify the elements of project design and construction likely to give rise to disputes and claims
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client
- Ability to plan and organize a team effort
- Good client management and goodwill building ability
- Capacity to motivate, lead and boost morale of the teams

- Effective time management and logical decision-making ability
- Capacity to handle pressure
- Willingness to travel extensively across the construction sites
- Physical and mental fitness is a given
- Strong focus on quality
- Meet the physical demands of the job with or without reasonable accommodation. If you require a reasonable accommodation to perform these essential functions of your position, you should talk to your Supervisor or Human Resources.
- Comply with Blythe Development's policies and procedures including those outlined in the Employee Handbook

Required Education/Experience

- Bachelor's degree in Civil Engineering or Construction Management
- 0 to 5 years of experience as a Project Assistant in the construction industry
- Equivalent combination of education and experience

Certification

Project Assistant

Employee Signature

Supervisor's Title

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Senior Administrative Officer's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of the work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Blythe Development Co

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