



Chestnut Hill Realty

Assistant Project Manager (Chestnut Hill, MA)

We are seeking an experienced Assistant Project Manager to join our growing team. We are looking for a candidate who is excited to take on challenging, complex projects including site work, large capital improvement and/or small development/construction. The Assistant Project Manager (APM) will assist the Project Manager (PM) with the day-to-day on these specific projects. This includes ensuring all daily construction related issues are being addressed and ensuring smooth transitions between sub-contractors working on-site.

The Role You'll Play:

- Review and interpret plans and specifications
- Assist in the development, management and updating of the project schedule incorporating all phases of the project cycle
- Management, coordination, and inspection of contractor work while project is in progress and be able to contribute feedback to improve the operational success of the projects
- Participate in pre-planning activities and cost benefit analysis for all phases of work
- Assist in the preparation of bid packages and recommends vendors
- Assist PM with controlling and monitoring project budget & schedule

Your Building Blocks of Success:

- Ability to manage multiple projects at different stages of renovation/construction
- Extensive knowledge of established construction and maintenance practices
- Strong Communication Skills
- Ability to read detailed plans/blueprints
- Computer skills to allow for creation of spreadsheets
- Familiar with Timberline and Microsoft Project
- Understanding and management of bid process
- Ability to development budgets and analyze financial data

Required Knowledge and Experience:

- Minimum of 2 years of real estate experience required. Experience in site work including utilities is highly preferred.
- Bachelor's degree in construction management, construction/building science, engineering, business management or architecture and design preferred

Send your resume with salary requirements to resumes@chestnuthillrealty.com

Or apply online at: [Assistant Project Manager \(Chestnut Hill, MA\)](#)

All job offers contingent upon satisfactory background check.