

## Assistant Project Manager / Estimator

One Source Construction is a top-notch provider of construction services in SE Wisconsin looking to hire an Assistant Project Manager / Estimator. Our ideal candidate is a driven leader and proactive problem solver with 3+ years of progressively growing responsibility managing commercial construction projects. The ability to collaborate with clients and internal staff to plan, execute, expedite, and facilitate projects is key. As a company, we look to anticipate client needs and assure them through the project.

Responsibilities in the role of the Assistant Project Manager / Estimator will include:

- Assisting the Senior Project manager while learning all aspects of the position
- Management of design build and plan & spec projects in the \$100-\$500 range
- Obtain bids for projects
- Conceptually estimate projects for quantity and totals
- Manage all documentation for projects
- Deliver and pick up governmental approvals
- Assemble project binders
- Update schedules
- Communicate with owners on progress of jobs
- Post electronic copies of work to cloud based file system
- Provide field support including job scope, plans, schedules, sub lists, commissioning lists
- Close out docs and warranties
- Proficient with Windows and Microsoft Office, Word, Excel, PowerPoint, MS Project, and Outlook.

You are skilled in office administration procedures; you're proficient with Windows and Microsoft Office, including Word, Excel, PowerPoint, Project, and Outlook.

Our office is located on the east side of Brookfield.

We have created a **family friendly** culture that prides itself on excellence in business and a healthy appreciation for balance in life. Our environment is **fast-paced**, and our team is responsive, goal-oriented, helpful, **fun**, and capable of effectively managing themselves. We offer a competitive compensation and benefits package, and our office is conveniently located in Brookfield.

Resumes can be sent to Patty at [pattys@osccinc.com](mailto:pattys@osccinc.com) or call 262-784-1010 for more information.