**Assistant Project Manager**

ABOUT OKI GOLF:

At Oki Golf, Our business is hospitality! We are committed to a culture that encourages growth and development, recognizes team member's hard work and commitment to service, and rewards team members for process improvement ideas and going above and beyond. If you truly have a passion to serve others and are committed to working hard, this is the place for you.

POSITION SUMMARY:

As the Assistant Project Manager (APM), you will be responsible for supporting multiple projects and needs, and you will have a constant comprehension of project scope, budget, schedule and quality. You will take an active role, supporting timely and cost-effective delivery through all phases of a project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Project Management:

* Project Planning - Documentation of Project Requirements from the Owner, and the contribution to the development of conceptual budgets and schedules based on the defined requirements
* Vendor Sourcing - Expect each to support the development of RFPs and assist in managing the sourcing process for all key vendors required to deliver our projects. This typically includes an Architect, MEP / FP Engineer, General Contractor / Construction Manager, IT Design Consultant, and 3rd Party Testing & Inspections.
* Vendor Management - Coordinate with vendors engaged in the project.
* Meetings - We expect each APM to provide administrative support for meetings to include developing agendas and issuing meeting minutes and action items.
* Documentation - The APM is expected to establish, organize and maintain project specific records for every project. This includes maintaining/managing budgets, maintaining/updating schedules, meeting minutes, contracts, insurance certificates, RFPs, invoices, RFIs & Submittals, Design Documents, Close Out Documents, etc.)
* Reporting - The APM is expected to assist with executive reports for projects and program reports.
* Invoices - The APM will assist with review, approvals and processing Invoices for all projects.
* Correspondence / Communications - We expect the APM to be able to communicate with all members of the project and executive team.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Bachelor's Degree (BA or BS) from a four-year college or university, or equivalent training, education, and experience in a related field (Engineering, Construction Management, or a related field to the Construction Industry).
* APM: 3+ years of experience - candidates with commercial construction project management, analytical skills, and sound judgment are preferred.

Computer Skills:

* Each APM is expected to be proficient with the following software applications, MS Office (Word, Excel, Outlook, etc.), MS PowerPoint, MS Project

Attributes: Preferred

* Positive attitude
* Passion for construction and our industry
* Integrity - behaves consistently with the MYDIAN Way
* Time Management - able to multi-task effectively; excellent organizational skills
* Self-motivated and proactive takes initiative and seeks responsibility
* Self-development seeks continuous improvement of knowledge and abilities
* Ability to adapt quickly and learn new tasks independently
* Ability to consistently demonstrate concise verbal and written communication, and create clear and accurate documentation

PHYSICAL JOB DEMANDS:

Reaching above and below, stooping and bending. Lifting/carrying/moving up to 50 pounds. Manual dexterity to operate office equipment, files, and performs specialized skills. Needs a high degree of concentration in a busy office, flexibility and an ability to thrive in an open work environment.

BENEFITS AND PERKS:

Oki Golf offers an impressive collection of benefits! Some benefits include:

Full Time (30hrs + per week) may be eligible for:

* Medical/Dental/Vision/Telehealth Coverage
* Company paid Life Insurance and Long Term Disability
* FSA options
* 401(k) with company match
* Paid Vacation and Sick Time

All Team Members:

* Golf Benefits, Meal and Merchandise discount
* Team Member Referral Program and more!
* Paid Sick Time

*Oki Golf is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.*

*All employment decisions at Oki Golf are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.*