



**PROJECT MANAGER ASSISTANT (PMA)
FULL-TIME
GENERAL CONTRACTOR
COMMERCIAL CONSTRUCTION**

R. C. Stevens Construction Company is the Southeast's construction industry leader in industrial process specializing in food/beverage, manufacturing, healthcare, and government markets. Incorporating our core values of quality, innovation, and integrity in all we do, we provide design-build services, general contracting, and construction management to our clients and partners. R. C. Stevens is a Cianbro Company. Cianbro is one of the highest-ranked contractors in the United States and is one of the largest open-shop, 100% employee-owned construction companies.

We are looking for a talented, reliable **Project Manager Assistant (PMA)** to serve as a construction administrative project coordinator specialist who thrives on attention to detail, accuracy, embraces technology, and can successfully manage project compliance by working intricately with our Project Managers. The ideal candidate will have General Contractor or other commercial construction industry experience, be able to demonstrate extraordinary file management, the discipline to work independently, as well as work collaboratively within our Project Management Department.

This incumbent will concentrate efforts on coordinating with others to obtain project documentation and monitor compliance throughout multiple, simultaneous long-term projects. The successful candidate will be able to earn the respect of project teams, helping them to work cohesively to achieve the high standards R. C. Stevens is known for.

JOB RESPONSIBILITIES

- Exemplary project document control drafting AIA contracts, change orders including conveying modifications, drawing logs, preparing project document packages, purchase orders, submittals, processing monthly pay apps, RFI logs, meeting minutes, job files, report preparation, and other documentation throughout multiple, simultaneous long-term projects.
- Assist with issuing subcontract agreements, purchase orders, subcontractor pay requisition review, monthly pay applications, document compliance, and status of payments. Contract administration submittals and tracking contracts, project budgets, PIPs, RFPs, RFIs, due diligence, and expediting reports. Also assist site managers with requests for equipment rentals, materials, and other pertinent project documentation.
- Create project templates and organization systems as appropriate, then conduct internal training and write workflow procedure manual reference resources to ensure consistent processes are followed.
- Develop and assemble project close-out documents (as-built and shop drawings, manuals, guarantees).
- Support each Project Manager in building and maintaining communications with owners, design professionals, subcontractors, suppliers, and other project stakeholders to facilitate construction activities.
- Assist Project Managers (PMs), Superintendents, Project Leader/Foreman, and other field personnel as needed with a wide range of administrative tasks.

QUALIFICATIONS/REQUIREMENTS

- 1-2 years of experience in a construction-related support role.
- Knowledge of construction software is beneficial. Procore and Bluebeam are a plus!
- Outstanding team player with excellent interpersonal and communication skills.
- Exhibit accuracy with attention to detail.
- Ability to work in a fast-paced, demanding environment.
- Ability to work independently.
- Ability to work well under pressure.
- Proactively anticipate and resolve issues.
- Proficient with MS Word, Excel, and Outlook.

Cianbro is an employee-owned, tobacco-free, equal-opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, union affiliation, physical or mental disability, citizenship status, sexual orientation, genetic information, or other legally protected status.