



ASSISTANT PROJECT MANAGER

About DCI

DCI is a rapidly growing development and construction management company that specializes in commercial office, healthcare, industrial development, and construction projects. Utilizing our expertise and knowledge of engineering, architecture, development, and construction, we successfully manage complex projects from inception to building occupancy. Listed below are many of the advantages to being a part of the DCI team.

- We have an entrepreneurial culture and are actively seeking innovative ideas and opportunities to grow our core business as well as expand into new market sectors and geographies.
- Our most important asset is our staff, and we value their input/feedback and reward often and well.
- Camaraderie and teamwork are strengthened by having weekly group meetings, monthly team outings and annual multi-day group retreats.
- At DCI, every day provides a challenge and the ability to experience different work within varying market sectors and types of projects.
- We do not have a corporate office and instead work from home to facilitate an improved work/life balance. We provide the necessary equipment needed to work from home including a computer, software, and other technology as necessary.
- DCI provides opportunities for professional education by supporting employee's attendance at industry events, educational sessions, and conferences.
- DCI has flexible, generous, Paid Time Off Policies which aid in creating a healthy work/life balance. We offer 10 company holidays. Additionally, DCI is closed annually from Christmas Eve to the New Year. This time is not counted towards your PTO.
- We offer a competitive healthcare, dental, vision, life insurance and matching 401K retirement package.
- We provide a monthly car, mobile phone and internet allowance along with mileage reimbursement.

Job Summary

An Assistant Project Manager is responsible for the day-to-day management of multi-building commercial facilities, office and healthcare developments, and tenant fit-up projects. The following is a list of general responsibilities to be performed with the assistance and direction of the Project Managers and Executive Leadership.

General Responsibilities

- Work closely and communicate with company employees, clients, consultants, and general contractors to ensure successful completion of projects (i.e., schedule, budget, quality, safety, etc.)
- Maintain client confidentiality
- Assist with the preparation of DCI project proposals for prospective clients
- Assist with the establishment of project schedule and manage key milestones to ensure timely completion and success
- Serve as liaison with project stakeholders concerning project details and deliverables
- Assist in the planning and implementation of projects
- Assist with the due diligence process to evaluate initial project feasibility
- Assist with project tasks and deliverables
- Participate in project presentations to elected officials, ownership, prospective clients, and other stakeholders
- Assist with preparation of reports tracking project progress including project administration, coordination, and close-out
- Assist with development and management of owner budget throughout the project duration
- Perform other duties assigned by project management in an orderly and efficient manner
- Proficiency with Microsoft products (e.g., Word, Excel, Office, Outlook, MS Project)
- Travel to job sites in North Carolina and surrounding states. (Travel less than 15%)

The above description covers the overall duties and responsibilities associated with this job listing. This description is not a complete listing of all miscellaneous duties required to perform day to day activities.

Qualifications

- Bachelor's Degree in Architecture, Engineering, Construction Management or related field
- 3 - 8 years of relevant work experience, or similar combination of education and experience
- Detail-oriented
- Effective communication, presentation, and written skills
- Strong organizational skills
- A self-starter capable of assisting with the management of multiple projects at multiple phases in the development lifecycle.
- If not currently residing in North Carolina or Indianapolis area, must be willing to relocate to Raleigh, Charlotte, Nashville, or Indianapolis.
- Professional Engineer, Registered Architect, Licensed General Contractor designations and certifications strongly desired.
- Professional Certifications such as LEED AP, PMP, PE a plus.