

Project Manager Assistant

Based in St. Louis, ACME Constructors is one of the largest specialty contractors in Saint Louis with over 130 employees. ACME is dedicated to delivering client satisfaction through uncompromising integrity, responsive service, and cost effective project execution ACME is an employee-owned company and fosters a “team first” mentality.

Our core values are:

- Positive Attitude
- Customer Driven
- Hard Working

We strive to maintain a positive work environment based on a culture of professionalism, teamwork and positive attitudes.

Only candidates who meet the minimum requirements will be considered.

ACME Constructors has an immediate opening for a Project Manager Assistant for our team at our headquarters in St. Louis, MO.

Job Responsibilities Include:

- Assist Project Managers with job cost maintenance
- Assist Project Managers with organization and scheduling
- Using the ERP system to set-up new jobs and bill completed jobs
- A/R Collection calls and checking on underbilled jobs
- Taking part in team meetings of the process development of the company
- Preparing presentations for important meetings
- Placing purchase orders as per the need of the project manager
- Prioritize requests from up to 5 Project Managers
- Writing up proposals
- Putting together bid packages
- Managing Manpower projections
- Assisting Field foremen with tablet, phone and app usage
- Proof-reading and helping to develop marketing materials
- Updating and putting together customer pre-qualification requests
- Tracking Bid Proposals
- Putting together Subcontracts and Purchase Orders
- Requesting Bonds
- Making travel arrangements for employees
- Taking instructions of the project manager and implanting them effectively

Minimum Requirements:

- Self-Starter
- Critical Thinker
- Relationship and Team Building skills
- Experience with the following software: Microsoft Office
- The ability to manage multiple tasks simultaneously
- Strong communication skills
- Focused attention to detail
- Willingness to learn and expand knowledge base thru use of technology
- A positive winning attitude!

Preferred Experience:

- Construction company experience
- Experience in proposal writing

Job Type: Full-time

Required education:

- High school or equivalent
- Degree preferred

Benefits:

- Employee participation in company ownership through ESOP plan
- 4% 401K Match
- Paid vacation
- Employee medical insurance which includes prescription, dental and vision benefits
- Paid holidays