



Send your resume and cover letter to kay@belsodb.com

Position: Assistant Project Manager

Job Type: Full-time

Belso Design & Build is seeking an Assistant Project Manager.

The Assistant Project Manager will work alongside the project manager and be responsible for coordinating the activities of the projects from the beginning phases of design and planning to the finished product. They will assist in managing a schedule and building relationships with both construction professionals and the client. It is important in this role to be able to use problem solving skills and project management principles to make decisions in real time and ensure that all stakeholders are engaged and informed. The candidate for this position must also be able to effectively lead a team while representing the values and principles of our company.

We are based in Connecticut, however, we are operationally active in multiple states and continue to grow our company's geographic footprint. Applicant should live within 35 miles of our main office located in Waterbury, CT., however applicant must be able & willing to travel to job sites. Please include a cover letter with your application.

Responsibilities Include:

- Survey/ measure job sites
- Scout local subcontractor resources for all required trades
- Establish and maintain job-site schedules
- Manage job sites within budget and in a timely manner
- Coordinate and receive deliveries
- Manage material inventory
- Ensure quality control of sub-contractors
- Work closely with upper management and other staff members

Qualifications:

- Experience managing projects individually and/or as part of a team
- Strong organization and communication skills
- Team-player
- Problem solving
- Ability to effectively work in a fast paced environment
- Flexibility to travel for extended periods of time
- Working knowledge of all trades, incl. plumbing, electrical, millwork, carpentry, etc.
- Experience with custom interiors is preferred

Job Type: Full-time

Salary: From \$50,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Waterbury, CT 06708: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Project management: 1 year (Preferred)

Work Location: One location