

L.C. Whitford is seeking to hire an Assistant Project Manager. The Assistant Project Manager would be responsible for assisting with the planning, submittals and management of Heavy/Highway bridge and culvert projects. The ideal candidate would have at least two years of experience or education related to the construction industry, possess both strong verbal and written communication skills, be capable of reading and understanding contract drawings and specifications, and be proficient with Microsoft Office. Specific duties would include, but not limited to the following:

- Communicate with Project Owners and Engineers to identify and solve problems that arise on construction projects.
- Assist in the solicitation of prices and proposals from subcontractors and suppliers to assist with estimating new projects.
- Review and selection of proposals from subcontractors and suppliers.
- Prepare, submit, and track project submittals and RFI's.
- Perform simple quantity takeoffs and track project quantities.
- Attend and actively participate in pre-bid, pre-construction and project coordination meetings.
- Track and monitor project costs.
- Perform other duties as required. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor or management.
- Occasional travel is required.

#### Minimum Requirements

- 2 years of experience or education focusing on project management in the construction industry.
- Work comfortably with Microsoft Office and other construction software.
- Strong interpersonal skills and ability to work well with others.
- Ability to read and understand project plans and specifications.
- Salary will depend on experience.

L.C. Whitford is an equal opportunity employer and Minorities, Females, Veterans, and Disabled persons are encouraged to apply.

Send resumes to [lcwco@lcwhitford.com](mailto:lcwco@lcwhitford.com) or mail to LC Whitford Co, Inc, PO Box 663, Wellsville, NY 14895