



Specialty Groups, Inc

HQ: Bridgeport, WV

Position: Assistant Project Manager

Specialty Groups Inc. has an immediate opening for an Assistant Project Manager. We are proud to have a family friendly and informal work environment with great pay and flexible benefits. Our ideal candidate would be proficient in Excel, have excellent communication skills, and most importantly be detail oriented and organized. We require a candidate that has construction APM experience. Pay will be based on experience. Duties for this job include but are not limited to:

Daily responsibilities will include tracking and documenting job site activities, preparation of project submittals, ordering job materials, and occasionally bidding on new projects . Assistant Project Manager must work well and communicate effectively with other members of the team.

Applicant should be able to:

- Read and comprehend project plans and specifications.
- Communicate sufficiently with subcontractors, suppliers, and vendors.
- Track and maintain sufficient inventory/materials for projects.
- Work well collaboratively and communicate well with other team members.
- Efficiently Utilize Microsoft Office with an emphasis on Excel.
- Exercise the discipline to meet strict deadlines.

Requirements:

Excel

Construction Industry

Benefits include:

Health, Dental, Vision, Life insurance Offer

401K plan

Vacation

Paid Holidays

Specialty Groups is a company with a unique culture. We believe in safe work environments, giving opportunities to all, and treating our employees like family, making for a positive and uplifting experience. Join the SGI family today!