

## Job Description

<b>Job title</b>	<i>Assistant Project Manager – Cost Estimate and Project Delivery</i>
<b>Reports to</b>	<i>Director – Operations</i>
<b>Location</b>	<i>Victoria (other states may be considered)</i>
<b>Job type</b>	<i>Full-time (initial part-time may be considered)</i>
<b>Position Summary</b>	<p><i>We are seeking an Assistant Project Manager for new-building &amp; construction projects. The candidate will be responsible for the overall project management from concept design, cost estimate, to material procurement, delivery, and completion in residential, commercial &amp; government housing sectors.</i></p> <p><i>The successful candidate must possess the knowledge, experience and confidence to engage and professionally interact with sale team, design professionals, consultants and clients while successfully sourcing and delivery staged material to construction site</i></p>
<b>Key Responsibilities</b>	<p><i>The following is a list of the major responsibilities of the Assistant Project Manager role</i></p> <ul style="list-style-type: none"> <li><i>• Capture client’s requirements and convert with design and engineering team or consultants.</i></li> <li><i>• Prepare initial project cost estimation</i></li> <li><i>• Communicate with design team/client as well as iBuild internal team.</i></li> <li><i>• Provide necessary costing variation during negotiating stage.</i></li> <li><i>• Inform relevant parties of any errors, discrepancies or omissions contained within the design drawings.</i></li> <li><i>• Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, draftsman, engineers, clients and suppliers.</i></li> <li><i>• Select, procure, contract, and oversee material delivery to design specifications and client’s schedules.</i></li> <li><i>• Prepare monthly cost forecasting summaries, progress and cost tracking reports.</i></li> <li><i>• Respond and act on any delays, bad weather, or emergencies arising from a construction site.</i></li> <li><i>• Develop and implement process &amp; quality control procedures to ensure material quality and on-time delivery.</i></li> <li><i>• Investigate any delays, damage or accidents during material delivery, to ensure that proper procedures are being carried out.</i></li> <li><i>• Participate and actively engage in the company’s R&amp;D team focusing on the development of new materials, building systems, design, fabrication and construction methods</i></li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• <i>Within 2 years graduation from tertiary degree in a construction related field, eg Bachelor's Degree in Construction Management or Civil Engineering</i></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• <i>Demonstrated experience in reading and interpreting complex construction plans and technical drawings.</i></li> <li>• <i>Demonstrated experience in Microsoft Word, and Excel, and Powerpoint</i></li> <li>• <i>Competent in cloud based project management and CRM systems</i></li> </ul>
<b>Competencies (knowledge, skills, and behaviours)</b>	<ul style="list-style-type: none"> <li>• <i>Effective verbal and written communication skills</i></li> <li>• <i>Excellent organisational, presentation, and interpersonal skill</i></li> <li>• <i>Outstanding ability in attention to details</i></li> <li>• <i>In-depth understanding of Building Codes Australia and National Construction Codes</i></li> <li>• <i>Demonstrate ongoing commitment, enthusiasm and professionalism throughout the delivery of each project</i></li> <li>• <i>Possess flexibility and adaptability to manage changing work requirements and varying volumes of work</i></li> <li>• <i>Ability to work co-operatively and effectively within the team and across the organization</i></li> <li>• <i>Ability to manage multiple tasks simultaneously, solve problems, manage and meet deadlines while maintaining a high quality of work</i></li> <li>• <i>Possess a personal presentation that reflects a professional image and the values of the organization</i></li> </ul>

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<b>Approved by:</b>	<i>Director of Operations</i>
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>2021-09-09</i>