



<https://www.chrisrigginsconstruction.com/careers/project-mgr-asst-construction/>

Assistant to Project Manager – Construction

Description

Full Job Description

- Track, file and organize project documents
- Conduct research on construction related issues
- Interface with local jurisdictions
- Complete and file permit applications
- Track and organize project balance sheet
- Interface with clients and other third parties.
- Manage Senior Project Manager's calendar/schedule
- Assist with HR efforts
- Must have a valid Driver license and Vehicle
- Pay: \$17.50 per hour

Benefits:

- Flexible schedule
- Significant room to grow
- Paid time off
- Schedule: Monday to Friday
- COVID-19 considerations

Qualifications

- US work authorization (Required)
- High school degree, or equivalent (Preferred)

Hiring organization

Chris Riggins Construction, Inc.

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full-time

Industry

Construction

Job Location

3111 2nd Ave. Suite 6, 92625,
Corona del Mar, California, United
States

Working Hours

Monday-Friday: 07:00 AM – 03:30
PM

Base Salary

\$ 17.50

Date posted

March 2, 2022