ASSISTANT PROJECT MANAGER (INTERN)

Posting ID: IN1741143A

Company: Zephyr Partners

Position Type: Full-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME)

Company Website: http://www.zephyrpartners.com

Work Location: Encinitas, CA

Salary: DOE

College Level(s): Undergraduate-Junior, Undergraduate-Senior, Graduate Student

OVERVIEW

More than a typical development company, Zephyr takes a new approach to the environments we create and the individuals we employ. Unconstrained by the thinking that limits many builders, we seek out the untapped potential of rare opportunities, transforming them into homes and community as unique as the people who will live in them. We do things differently as a company, and that starts with our people.

Roles and Responsibilities

This entry-level position as an assistant project manager is an opportunity for someone who wishes to learn from the best in the business in the field at our newest community in Dana Point, South Cove. An individual who demands excellence from themselves and their work, possesses a “can-do” attitude and is seeking an opportunity to learn and grow will succeed in this dynamic role.

Strong verbal & written communication skills, with the ability to take complex concepts and communicate accurately, persuasively and concisely

Candidates should possess a strong work ethic, exceptional listening skills, a flexible, "can do" attitude, integrity and loyalty

Action oriented, self-motivated & understanding of “extreme ownership”

Strong computer skills required, with mastery of MS Office, Excel, Outlook and working knowledge of Bluebeam

Ensuring that all projects are performed in accordance with contractual and quality standards

Scheduling and directing the daily activities of work and taking necessary action to assure that the project objectives of cleanliness, safety, price, schedule, quality and process are met
- Maintaining daily paperwork such as timecards, field reports, schedule updates and E-mail correspondence to keep the various people involved with the project informed of important issues

- Implementing incremental project schedules that make sure upcoming events are on track and are being proactively attended to

- Promoting and maintaining a culture that values safety, health and cleanliness

Conducting and/or attending pre-construction, progress and other project meetings

- Participating in training and other forms of continuous improvement initiatives

- All other duties as assigned

**Education and Qualifications**

Majoring in Construction Management; Civil Engineering; Mechanical Engineering

**Preferred Skills**

- High school degree or equivalent required, college degree in construction management preferred

**How to Apply**

Rusty@zephyrpartners.com - View our website at https://builtbyzephyr.com/