

Assistant Project Manager

We are currently looking for a driven and detail-oriented **Assistant Project Manager** who is wanting to add value to a collaborative project delivery team.

If you have a willingness to learn, think creatively and work hard then this is the role for you. Apply via email to office@fontic.com.au, including a short Cover Letter and CV.

- Recently completed or close to completing an undergraduate degree in Construction Management, Project Management, Architecture, Engineering or equivalent
- Part-time or full-time role
- Work in a collaborative team with experienced managers
- Exciting projects working alongside leading industry professionals
- Flexible and friendly working environment

In this role you will work closely with our Project Managers and Senior Leadership Team. This is a terrific opportunity to learn about the industry and how to effectively deliver challenging and exciting projects.

Responsibilities

- Proactively schedule internal and external meetings during the design and construction phases of a project including preparing agendas and minutes
- Preparation of monthly reports
- Engage and manage consultants and contractors under the supervision of a Project Manager
- Forecast and track project costs and program
- Be involved with invoice processing and project administration
- Conduct sites visits and inspections

Skills and attributes

- Tertiary qualification in Construction Management, Project Management, Architecture, Engineering or equivalent
- Excellent attention to detail
- Excellent interpersonal, written and verbal communication skills
- Deadline-driven with exceptional organisational and multi-tasking skills
- Intermediate Microsoft Office skills, including exposure to Microsoft Project
- Exposure to Procore is beneficial

Salary

- Based on experience and full-time / part-time availability.