



ASSISTANT PROJECT MANAGER

What We Do

Come be part of the affordable, home-ownership movement! Join us and make an impact on people's lives! Habitat for Humanity Greater San Francisco believes in the power of homeownership to create generational impact. To this end, we **build homes** for first-time homeowners and **sustain homeownership** by helping homeowners retain their home as an asset for generations to come.

Your Impact

The Assistant Project Manager will assist and support the Project Management team with construction oversight. The position works under direct supervision, performs routine daily activities, and gathers and distributes information.

Primary Responsibilities

Project Coordination (65%)

- Setup initial contacts and project information in Procore
- Create and maintain project and department schedules, adjusting as needed to account for any changes or unforeseen issues. Manage resources to optimize efficiency and minimize delays.
- Create project's scope of work (SOW) and request for proposal with Project Manager's direction
- Prepare, manage, and send out bid solicitation to subcontractors through Procore
- Coordinate and confirm subcontractor's participation on the RFPs walks
- Assist Project Managers with the planning, scheduling, bid solicitation/ leveling for each project
- Provide general project administration at Project Manager's direction to keep project well organized, on budget, and on schedule
- Manage and track both electronic and physical project files
- Assist with communication among Project Team Members, subcontractors, vendors, and other company departments, and performs specific, case-by-case project tasks
- Assist with onboarding of new subcontractors and vendors
- Assist in identifying project sites for volunteer incorporation
- Assist in identifying issues that arise during construction, including delays, disputes, and unforeseen challenges. Provide solutions in a timely and effective manner to discuss with the team



- Manage the procurement of materials and supplies
- Assist with financial closeout at the end of the project

Compliance (25%)

- Ensure project's SOWs are reimbursable/compliant with grant requirements
- Ensure all work complies with company policies, industry standards, and safety regulations

Reporting (5%)

- Maintain thorough and accurate records of all project activities, including daily reports, progress updates, and financial documentation. Prepare weekly and monthly reports for the team and senior management as needed.

Other Duties as Assigned (5%)

- Other duties as assigned

Minimum Qualifications

- Bachelor's Degree in Engineering, Construction Management or related plus 2-4 years of experience working on construction projects
- Computer knowledge and efficiency, including Microsoft Office Suite and Microsoft Project.
- Planning, organizational, and time management skills with the ability to multi-task, prioritize own work and delegate tasks.
- Ability to build a comprehensive schedule.
- Ability to coordinate subcontracts and contract documents.
- Ability to apply basic problem-solving principles to construction challenges
- Strong analytical and problem-solving skills
- Strong written and verbal communication skills
- Ability to always maintain discretion and confidentiality
- Must be able to travel within HGSF's tri-county service area (SF, Marin, San Mateo)
- Must be able to pass background check
(In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.)

Preferred Qualifications

- Knowledge of Procore, BlueBeam and PlanGrid



This role works both in a professional office setting and on construction sites. Work on site is outdoors with conditions that occasionally include inclement weather, heat and humidity. Noise level will be loud at times. Work on heights required. Ability to get to jobsites in our service region is required.

Physical Demands

This role is largely sedentary; however construction site visits require the following: Must be able to move objects and use abdominal and lower back muscles to provide support over time without fatigue. Movement and use of limbs. This position requires good manual dexterity, coordination and stamina, and the ability to lift and carry at least 20 pounds, go up and down stairs, ladders. Must be able to frequently communicate in English (verbal), including hazard communication. Must be able to recognize and respond to potential hazards based on both visual and auditory warnings systems at all times.

Benefits

Compensation for this role is competitive, DOE. This full-time position offers medical, dental and vision insurance, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), 403b retirement account, commuter benefits, 20 paid vacation days, 3 front loaded sick days (accrue up to 72 hours per year), and 13 paid holidays.

EEO: Habitat Greater San Francisco is an equal opportunity employer. Habitat Greater San Francisco strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Habitat GSF receives federal funds through Self-Help Homeownership Opportunity Program (SHOP) and is required by federal law, to the greatest extent possible, to provide job training and employment opportunities to Section 3 residents. *Section 3 residents are defined as public housing residents or low-income persons who live in metropolitan area or non-metropolitan counties where HUD-assisted projects are located.