



Annapolis area homeowners call Bohan Contracting when they want their home improvement projects done the right way. Our team of construction experts bring over 100 years of combined experience building, remodeling, and renovating homes around greater Annapolis. On every job we provide homeowners with honest pricing, outstanding communication, and a 100% project satisfaction guarantee.

We have a full-time opening in **Annapolis, MD** for an **Assistant Project Manager**. The Assistant Project Manager will be responsible for overseeing and coordinating all of the administrative aspects of one or more projects from permits through completion. This is a critical project support position with a wide variety of responsibilities that support our construction leaders to get our customers' projects completed safely, accurately and at the highest quality.

Position Overview:

- Review and thoroughly understand entire project scope with the Project Manager
- Obtain bids from Contractors (HVAC, Electrical, and Plumbing)
- Administer work orders or schedule employee assignments
- Maintain documentation on personal inspections and project flow
- Assist in preparing purchase order requests for trades for any additional work performed
- Maintain Project Schedule and inform team of deadlines & changes
- Document & prepare pricing for Change Orders & Budget Adjustments
- Communicate labor hours for all work phases to Project Manager regularly
- Review manpower needs and approve and code invoices & review timesheets weekly
- Develop, distribute, track all correspondence related to the project documents – subcontract agreement and exhibits, drawings, specifications, addenda, bid RFI responses, bid qualifications, etc
- Review and processes documentation for project commitments (i.e. Agreements, Contracts, Work Authorizations, Purchase Orders)

Position Requirements:

- At least 1-2 years of experience managing high-end residential construction projects
- Experienced in understanding and managing project quality, schedule, and budget expectations

- Highly organized and detail oriented
- Excellent written and verbal communication skills for clearly & effectively communicating with Production Manager, Project Managers, Contractors, Clients, and Designers
- Knowledge of high-end residential construction methods & materials
- Proficient in using the Google Suite
- Ability to be a team player performing various production support tasks
- A valid driver's license and reliable transportation
- Able to commute to Annapolis, MD on a daily basis where the company office and projects are located

Compensation and Benefits:

- Competitive base salary based on experience
- Monthly car, cell phone, and gas allowance
- Health insurance that is 100% paid by Bohan
- Three weeks of PTO