

## **AES Northeast - Assistant Project Manager**

### **Job Summary:**

The assistant Project Manager assist Project Managers in the planning and coordination of projects, take on administrative duties, and independently manage some project elements. You will assist with project planning efforts to support the organization's strategic direction, as well as creating and supporting the long term goals ~~for~~ of the Water Resource Department.

The Assistant Project Manager's responsibilities include monitoring project progress, following up with stakeholders on the completion or delay of project phases, scheduling meetings, and maintaining project documents and reports.

To be successful as an Assistant Project Manager you should be able to perform any tasks assigned by the Project Manager in an efficient and timely manner. An outstanding Assistant Project Manager should be able to maintain oversight of all project activities, identify any issues, and ensure these are resolved promptly.

### **Assistant Project Manager Responsibilities:**

- Communicating with stakeholders regarding project needs and goals.
- Contributing to the planning and development of projects.
- Supporting the coordination and management of projects.
- Researching information as required.
- Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Keeping track of and reporting on project progress.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.
- Assist in scheduling various projects for Water Resource Division
- Conducts cost analysis, estimating expected costs for the project.
- Identify potential funding streams for clients based on various factors including project need and available funding.
- Assist in drafting and filing funding applications
- Coordinate activities between AES and clients as needed
- Assist in the management of AES contracts & subcontracts according to funding agency requirements

- Assist with reporting requirements
- Process monthly, quarterly compliance reports
- Help analyze projects & contracts and evaluate performance
- Keeps current on State and Federal Funding regulations
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Identify and communicate with program staff and management to strategize items related to compliance issues; budget forecast and budget modifications
- Close out projects contracts and ensure all required forms and reports are finalized
- Gathers, tracks and follows up on project related funding documents and contracts to support projects as needed
- Archive files as needed
- Assist in various aspects of projects including Proposals/RFP, Contracts, Design Reports, Agency Correspondence, permits (DOT, APA, DOH, SHPO, SWPPP), Specs/Construction Documents, Bidding, RFI's, Addendums, Construction Contracts, Change Orders/Change Directives, and Contractor Submittals
- Provide oversight of Project Administrators

#### Assistant Project Manager Requirements:

- High school diploma/GED required.
- Degree in business management or a related field preferred.
- Previous experience in project management or a similar role.
- Proficiency in Microsoft Office and project management software.
- Highly organized and able to multitask.
- Strong attention to detail and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Able to work independently and as part of a team.

