



## **Assistant Construction Manager Commercial Building Construction**

### **ABOUT THE JOB:**

**This position is for KILLEEN, TX.**

AG|CM Inc. is a small, energetic and highly professional construction management firm with offices in Corpus Christi, Houston, San Antonio and Austin. We represent owners in all types of construction including public and private; institutional, commercial, governmental and industrial. We are looking for talented and highly motivated individuals who want a challenging and rewarding career with a tremendous potential for growth. We are extremely proud of our professional staff, who all work very closely together. We foster a family atmosphere with various company gatherings year round.

### **JOB SUMMARY:**

The Assistant Construction Manager (ACM) will assist Construction Managers as the Owner's Representative in overseeing the field execution and completion of assigned construction projects. The employee will assist in managing the owner's scope, schedule, and budget for the project. The ACM will ensure contractors' compliance with design drawings and specifications. The Assistant Construction Manager will coordinate and interact with Architect(s), Engineer(s), and Contractor(s) and will develop and maintain project reports.

### **MINIMUM QUALIFICATIONS:**

- 2 years of experience in the Construction field, i.e., vertical construction, construction codes, QA/QC practices, scheduling, project controls, and construction coordination
- Understands the aspects of each stage of the Design and Construction process
- Has knowledge of construction terminology, practices, methods, techniques, sequences, materials, equipment, scheduling and estimating
- General knowledge of utilities and horizontal construction
- Computer skills and knowledge with the following systems: MS Office Basic, MS Windows, Word, Excel, Internet Browser, Construction Software
- Strong and effective communication skills (written and oral)

- Experience with business and technical writing,
- Strong organizational skills, detail oriented, excellent customer service skills, exceptional interpersonal relations and a CAN-DO attitude
- Satisfactory Background Check, as determined by Human Resources

**EDUCATION:**

High school diploma, or a high school diploma equivalency

**LICENSES/CERTIFICATIONS:**

Current valid Driver's license and a satisfactory driving record

**PREFERRED QUALIFICATIONS:**

Bachelor's degree in Construction Management, Architecture, Engineering or related field

**PHYSICAL ABILITIES AND REQUIREMENTS:** Will be provided

**Job Type:** Full Time Employee – Exempt

**Salary Average:** \$35,000 / year