

Assistant Project Manager

Cutting Edge Homes Architects + Builders is an award-winning boutique firm, priding ourselves on a fully integrated architecture and construction approach with an obligation to craftsmanship, creativity, and value. We specialize in historic restorations, renovations, additions, kitchens, and custom millwork of architecturally significant homes throughout Metro Boston.

CEH is seeking a motivated and enthusiastic Assistant Project Manager. Working closely with architects, designers, construction team, vendors, and clients - the hired candidate will be expected to support the planning, documentation, and execution of high end residential projects.

As the Assistant Project Manager, you will be responsible for:

- Provide a support role in pre-construction services and town permitting
- Assist with preparation of project scope, budget, and schedule
- Prepare and document change requests
- Manage documents, drawings, schedules, and material take offs
- Create bid packages for sub-contractors and solicit quotes
- Coordination and execution of action items
- Procure and purchase materials
- Occasional job site visits and assistance with job site management

You may be the Assistant Project Manager we are looking for if you:

- **Excellent communication, problem solving, and organizational skills**
- Enjoy working in an exciting, energetic, and entrepreneurial environment
- Extremely well organized and able to maintain multiple priorities simultaneously
- Develop effective relationships with customers, vendors, and other CEH team members
- Proficiency in all MS Office applications and Abode (basic AutoCAD a plus)
- Strong aptitude for learning new computer systems
- Interest in Building Science a plus
- Recent graduates welcome to apply

Being excited and enthusiastic to work in an environment where every detail matters and having a positive attitude is mandatory.

We offer competitive pay, excellent benefits (health, vision, dental), 401k, paid holidays, paid vacation, and the opportunity to work on some of the most premier homes in New England.

Please submit a brief introduction of yourself and why you believe you are a good fit for Cutting Edge Homes, along with a resume.