

## **Job Title: Assistant General Manager**

Our growing company in the Miami Area is seeking a dedicated Assistant General Manager to support our team.

### **Responsibilities:**

- **Project Execution Support:** Collaborate with the Project Manager to implement and execute project management plans for assigned construction projects.
- **Progress Tracking & Reporting:** Meticulously track project progress, milestones, and potential roadblocks, providing direct and concise status updates to the Project Manager.
- **Problem Solving & Improvement:** Proactively identify project issues, propose practical solutions, and suggest process improvements to enhance efficiency and project outcomes.
- **Logistics & Procurement:** Assist with the procurement of necessary materials and the organization of job sites, ensuring resources are available to meet project goals.
- **Site Coordination:** Help manage and coordinate various aspects of construction work, with a focus on drywall, and door installation.
- **Administrative Support:** Handle other related duties assigned, contributing to the overall success of the project team.

### **Qualifications:**

- **Education:** A High School Diploma or equivalent is required. Knowledge in finance or business administration is a plus.
- **Experience:** Proven work experience as an Assistant General Manager or similar role within the construction industry.
- **Organizational Skills:** Exceptional organizational abilities with a strong capacity to multitask and manage several projects simultaneously, ensuring attention to detail across all tasks.
- **Industry Familiarity:** Solid understanding and familiarity with the construction industry practices and regulations in the USA, particularly within the South Florida market.
- **Technical Proficiency:** Strong computer skills are essential, including advanced proficiency in Microsoft Office Suite, with significant emphasis on Excel for tracking and reporting.
- **Language Skills:** Fluency in both English and Spanish is essential for effective communication with our diverse workforce, clients, and City Authorities in South Florida.
- **Supervisory Experience:** Experience supervising construction works related to drywall, and door installation is highly desired and will be a significant asset.

**Job Type:** Full Time.

**Job Location:** South Florida (Primarily Miami area).