Spooner’s Woodworks

12460 Kirkham Court

Poway, CA 92064

2/2/2021

Assistant Project Manager Job Description

**Overview**

Spooner’s Woodworks started as a small cabinet shop 40 year ago and has steadily grown to become one of the premier architectural millwork firms in the State and beyond. Woodworking will always be our core, but just as the definition of architectural millwork has grown and evolved, so have our skills and competencies. We blend old-world techniques with modern technology to produce fine custom woodwork and WI-standard production casework, but we’re also constantly pushing the boundaries of commercial finishes.  We regularly work with metals, concrete, glass, specialty products, stairs and have been an integral part of some of the largest, most high-profile jobs in the region.

Over the last four decades we’ve assembled a team of talented engineers, craftsmen, finishers and installers, and supported them with state-of-the-art equipment and top-level management.  Our industry is complicated and our operation is advanced, but our mission is straightforward and our approach is simple: Add value to every project we’re on by servicing our partners, solving problems, delivering high-quality products and meeting schedule.

The Assistant Project Management Role was developed for an individual that wants to jump into commercial construction head-first. Experience isn’t required, but a strong desire to grow is. This is a “learn by doing” role that strikes the right balance between autonomy and mentorship. Under the guidance of our Senior Project Managers and Project Executives the APM will work closely with internal department heads and a wide network of outside partners.

You will immediately start gaining practical experience by participating in all facets of an interior finish package. You will learn/use internal tools, programs and procedures while also gaining exposure to general/subcontractor protocol and interaction. Finally, you will have an opportunity to use creativity and ingenuity to add value to projects. We work closely with the design and construction teams on finishes, means and methods and value engineering. Our work is what people see and what they remember and we take a great deal of pride in what we create.

We believe in a collaborative approach to construction, where we work with all stakeholders towards a common set of goals. As such, strong communication and interpersonal skills are required.

Our work is specific, but our exposure is broad. We work do work in almost every market and with virtually all of the top GCs, Architects and Owners in the region. Our goal is to train you for your next job- whether that be at Spooner’s Woodworks, another subcontractor, or a general contractor.

**Specific Duties and Responsibilities**

-Assist Senior PMs and/or Project Executives with day to day management of multiple concurrent projects, including schedule, fabrication, delivery, installation, etc.

-Monitor budgets to ensure financial success of each project

-Work closely with engineering department during submittal and production phase

-Participate in meetings with project stakeholders (general contractors, other sub-contractors, owners, architects, etc.)

-Work closely with GC team (Project Engineers, Project Managers and Superintendents) on all deliverables

**What we’re looking for**

* High interest in a career in commercial construction
* A degree (or working towards a degree) in Construction Management or similar field
* Previous Internship in Construction field (preferred but not required)
* Strong communication skills
* Working knowledge of construction documents
* Computer proficiency with strong knowledge in spreadsheet preparation and working experience with all Microsoft Office Products, including but not limited to, Project, Excel and Word
* Attention to detail
* Self-motivation

Spooner’s is an equal opportunity employer. We are pleased to consider all qualified applicants without regard to race, color, sex (including sexual or gender identity), religion, national origin, ancestry, sexual orientation, age, marital or veteran status, genetic information, physical or mental disability, or medical condition.