

LEGACY SOUTH ASSISTANT CONSTRUCTION PROJECT MANAGER

Legacy South Builders is a rapidly growing residential and community home builder and developer based in Nashville, TN focused on residential development. We are committed to providing exceptional customer service to our homeowners. To help achieve this, we are looking to add a highly talented Assistant Construction Project Manager to our energetic and fast-growing team.

The Assistant Project Manager is responsible for aiding in the financial performance of their Residential Build for Rent community projects. The Assistant Project Manager will be responsible for assisting the Project Manager in organizing, supervising, scheduling & planning of multiple projects to ensure his/her projects deliver on schedule and on budget, as well as providing feedback along the duration of the project to the appropriate teams. Additionally, the Assistant Project Manager will aid in procuring all materials for projects and coordinate delivery of materials with the appropriate onsite personnel.

Throughout the duration of the project the Assistant Project Manager will help in overseeing the cost control to include monitoring the preparation of contract documents, budgets, scheduling, contracting, and processing of invoices. Understand scope of work included in the original pro forma budget and advise management of revisions that may be necessary, to help reach those goals. The Assistant Project Manager will help in ensuring all personnel are following and adhering to the safety standards as set by the company and in compliance with OSHA/TOSHA. They will ensure their unit builds perform in accordance with Legacy South standards and local municipalities.

RESPONSIBILITIES:

- Understand the basic Legacy South Principles of Project Management and ensure these principles are being followed at each level of the project
- Help in the preparation of the budget and cost estimates, along with work timetables
- Collaborate with architect, design team, and Development Manager
- Assist Project Manager in the selection of subcontractors and delegate their responsibilities
- Aid in developing and building out a realistic but aggressive schedule that meets internal goals and standards for length of builds
- Comply with safety and building codes as well as legal requirements
- Explain contract and technical matter to others in a clear manner
- Frequent site visits to ensure site compliance and verify accuracy of information delivered in Smartsheet
- Ensure records for site personnel such as daily field reports, field orders, and RFIs are up to date and accurate.
- Liaising with inspection authorities regarding approvals

QUALIFICATIONS:

- 1-3+ years of construction project management experience is necessary. This is not an entry-level role
- In-depth understanding of construction procedures and material and project management principles
- Familiarity with quality and health and safety standards
- Good knowledge of Excel
- Familiarity with construction/ project management software
- Outstanding communication and negotiation skills
- Excellent organizational and time-management skills
- A team player with leadership abilities
- BSc/BA in engineering, building science or relevant field
- PMP or equivalent certification will be an advantage

EMPLOYEE BENEFITS:**NEW FOR 2022 – Quarterly Bonus Program!**

- 100% Company Paid Individual Health Insurance Coverage
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Short/Long-Term Disability Coverage
- Critical Illness/Accident Indemnity Coverage
- Life Insurance – 100% company paid ~ additional limits and dependents can be added
- Paid Time Off
- Paid Parental Leave
- 401(k) With Employer Match – Roth or Traditional
- Vehicle Allowance and Fuel Card provided
 - Beautiful brand-new company offices just opened Spring, 2022!

Legacy South embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.