



Job Title:	Jr. Project Manager	Reports to:	Sr. PM/PM Manager
Department:	Project Management	Supervises:	n/a
Location:	New London	Exempt/Non-Exempt:	Non-Exempt
% Travel Required:	Up to 25% (Approximate)	Full-time/Part-time:	Full-time

Job Description

Role Overview: The Jr. Project Manager will support and collaborate with the Project Management Team, including Engineers and Designers. A few key functions of the Jr. Project Manager include coordinating meetings, researching resources, preparing project plans, and assisting with planning/executing the project needs and goals.

Responsibilities:

- Assist with coordinating meetings between engineering, drafting and Project Managers
- Maintain and communicate meeting minutes to team, follow up with outstanding questions, and answer to necessary files.
- Manage data from engineering drawings while assisting with standardizing information
- Co-admin for scheduling software with the CAD Manger including Clarizen, PDM Manage, and Teams/SharePoint.
- Help with management of project schedule in collaboration with Project Managers, Engineers, and Designers
- Assist with entering purchase orders
- Coordinate shipping of components from shop to project site
- Properly file documents and conduct job file audits
- Balance multiple projects simultaneously
- Liaising with project stakeholders concerning project details and deliverables
- Tracking and reporting project progress
- Analyzing data, as needed
- Performing other duties assigned by the Project Manager in an orderly and efficient manner

Understand and support Dahmes' Core Values and Core Purpose:

- **Authentic:** We know who we are and we own it. We build and sustain our company and relationships by being honest.
- **Pioneering:** We take risks to create forward looking solutions. We thrive on tackling new challenges and achieving the best possible outcomes.
- **Committed:** We shake hands and keep our word. We deliver on our promises and don't take short-cuts along the way.

Preferred Competency/Experience/Education:

- 2-year construction management degree, preferred
- MS Office including Project skills
- Strong organizational and interpersonal skills
- Detail oriented
- Basic SolidWorks skills, preferred
- Proficient in Microsoft office suite
- Hardworking and a self-starter

Required Travel:

- Willing and ability to travel (roughly 25% travel schedule)