



Andrew Roby GC

**Description:** Andrew Roby Assistant Project Manager

**Andrew Roby APM Job Responsibilities:**

- Financial
  - Billing reports
  - Receivables reports, client follow-ups and statement sending
  - Payables approval with Project Managers and Superintendents
  - Communicate cost and job posting changes
  - Invoicing jobs
  - Job setups
  - Closing completed job folders
  - Pick up customer payments as needed
- Field Support
  - Attend site meetings with Project Managers & Superintendents; create to-do lists as necessary
  - Hold field accountable for turning in work orders and time cards
  - Open permits and call in inspections as necessary
  - Print job scopes and project details for field staff
  - Assist management with scheduling field staff weekly
  - Check jobs for completed lead tests
  - Pick up/drop off blueprints
- Customer Service and Sales
  - Phone calls with prospective clients
  - First contact for clients that need assistance and can't reach Project Manager or Superintendent
  - General feedback on sales and customer service ideas
  - Handwritten notes to clients and prospects
- Administrative and Office Management
  - Order supplies and job materials as needed
  - QuickBooks and BuilderTREND support and training for staff
  - Act as local point person for systems and processes for staff
  - General office IT assistance
  - Assist with estimates
  - Assist with general insurance forms, bank forms and licenses
  - Misc. errands as needed
- Vendor
  - Pricing requests to vendors and subcontractors
  - Follow up to vendors and subcontractors on requested estimates
  - Manage approved subcontractor list
- General
  - Assist with the completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job
  - Assist with the management projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction
  - Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations



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- Identify trends in the market by researching industry and related events, publications, and announcements

### Qualifications:

- Bachelor's degree in Construction Management or Engineering preferred (with solid academic standing)
- Custom residential construction experience a plus (renovations and/or new construction)
- Microsoft Excel, Word and Outlook experience
- QuickBooks experience a plus
- Ability to read blue prints
- Professional appearance
- Strong organizational skills
- Ability to multitask and manage the demands of numerous projects
- High level of customer service skills; focus on responding to and anticipating client's needs
- Shows leadership characteristics and ability to complete tasks without direct supervision
- Strong personal and business ethics
- A driven, passionate and career-minded individual
- The willingness to do whatever is necessary to provide a superior customer experience
- Civic minded and actively involved in his or her community