



# VETERAN

DEVELOPMENT & CONSTRUCTION

PROJECT MANAGER ASSISTANT



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Mentor, OH 44060

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## 1 COMPANY OVERVIEW

Veteran Development & Construction is a family-focused company that has experienced steady growth over the past 11 years. Our integrity and consistent quality of work has been the foundation of our company since our expansion from a small service maintenance shop in 2009. At this time, we are looking for a Project Manager Assistant (PMA) that is ready to be trained and holds a self-efficient work ethic. Upon entry of the position, the hired PMA will work towards a Project Management (PM) position. We are honored to say that Veteran Development & Construction has a low turnover rate and strives to promote within.

## 2 COMPANY BENEFITS

- ◆ Weekly Pay Periods
- ◆ Available Health Benefits
- ◆ 401K With Matching
- ◆ Vacation Time
- ◆ Paid Holidays
- ◆ Annual Bonus

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## 3 POSITION DESCRIPTION

### I. INITIAL PROJECT SETUP

- ◆ Set up projects within a Shared Drive and Procore
- ◆ Assist the Project Manager in loading budgets that are derived from the project estimate
- ◆ Set up service maintenance jobs

### II. DOCUMENT MANAGEMENT

- ◆ Update the current drawing log
- ◆ Upload drawings into Procore
- ◆ Understand how to properly name and organize documents
- ◆ Create proper drawing exhibits
- ◆ Assist the Project Manager in sending drawings to subcontractors for pricing and revisions

### III. SUBCONTRACTS/PO'S/CHANGE ORDERS

- ◆ Create exhibits for subcontractor contracts
- ◆ Create subcontractor contracts
- ◆ Track and manage all subcontractor contract agreements

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## IV. BILLING

- ◆ Manage billing due dates
- ◆ Gather invoices from subcontractors
- ◆ Prepare and gather lien waivers
- ◆ Send checks out to subcontractors
- ◆ Compile billing documents and prepare for project manager's review to send to the client

## V. PROJECT CLOSEOUT

- ◆ Reach out to subcontractors prior to job ending to gather closeouts
- ◆ Sit with Project Manager and ensure all items are gathered
- ◆ Prepare all documents for the receptionist to prepare book
- ◆ Complete all closeouts within two weeks of the turnover date

## VI. VENDOR DOCUMENTS

- ◆ Make sure all subcontractors have necessary compliance paperwork i.e. COI, BWC, W-9 prior to commencement of work.

## VII. VENDOR DOCUMENTS

- ◆ Understand and utilize Procore, Word, Excel, PowerPoint, Outlook, AIA Documents, DocuSign, Bluebeam software.

All,

Please find attached a full time offer of employment opportunity from Veteran Development & Construction, a general contractor based in Mentor, Ohio.

The company is seeking a Project Manager Assistant Candidate who will be hired on full time and train for a Project Management position. Please find attached an information flyer for more information.

If you are interested in applying for this position, please contact myself ([cbucey@kent.edu](mailto:cbucey@kent.edu)) and Dave Kirkland ([dave@veteranconstruction.org](mailto:dave@veteranconstruction.org)) with a copy of your current resume.