

Associate Project Manager – Thousand Oaks, CA

Description:

Gabe, Inc.® dba Gabriel & Associates is in need of an Associate Project Manager to administer and organize projects ranging from simple activities to complex projects.

The Associate Project Manager should display exceptional time management skills that will ensure all projects meet high quality standards by stated deadlines.

Associate Project Managers work closely with Project Managers to assist in driving projects to completion. Collaborating with clients and internal teams require excellent communication skills.

Candidate tasks include:

- scheduling meetings
- capturing meeting minutes
- following up with vendors
- administrative duties
 - maintaining project documentation
 - source and deliver records for audits and inspections
 - training staff who require database access or maintain records

Education:

- High School Diploma/GED

Certifications:

- None required

Experience:

- Administrative support experience; experience using MS Outlook, Word, Excel, SharePoint, and PowerPoint in an office setting. Must have data entry and database experience.
- Experience in the field of construction, manufacturing and/or engineering is a plus, but not required.

Responsibilities

- Set up and maintain construction/engineering project management sites - SharePoint sites, eBuilder project sites, Box project sites, etc.
- Initiate routing process and track project documentation including project charters, document approvals, company specifications and standards, project drawings, design packages, contractor and engineering submittals, change orders, etc.
- Liaison between the Construction firm, Architectural and Engineering firm, project team and the client to identify and define project requirements, scope and objectives

- Schedule and attend project meetings, create meeting agendas, capture and distribute meeting minutes, track all actions and decisions, and prepare presentation drafts
- Archiving records in adherence with company procedures
- Excellent administrative skills required including data entry and written and verbal communication
- Performing data entry of records into Infolinx Electronic Document Management System.
- Follow Current Good Manufacturing Practices (cGMP) regulations and Client's policies and procedures.
- Basic understanding of the cGMPs, as related to document requirements.

Requirements

- Proven work experience as an Associate Project Manager, Project Coordinator or similar role in construction, manufacturing and/or engineering
- Strong knowledge of construction materials, process and equipment
- An ability to read blueprints, structural drawings and plan sets
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Hands-on experience with project management tools

Benefits:

- Gabe, Inc.® dba Gabriel & Associates offers a competitive compensation and benefits package.
- Position is located at client site in client office/manufacturing space.
- Normal working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, however irregular working hours should be expected during project execution.
- Pay is hourly with overtime and is commensurate with qualifications and experience.

Submit your Résumé

Thank you for your interest in Gabe, Inc.® dba Gabriel & Associates