

## Valley Interior Systems

Job Title: Assistant Project Manager Co-Op Position  
Location: Columbus Ohio / Jobsite in New Albany  
Date Updated: April 2018  
Reporting to: Project Manager  
Hours/Schedule: Ideally full time this summer and opportunity for part time during school  
How to Apply: Email Jeremy Turi: [jturi@visohio.com](mailto:jturi@visohio.com) / Cell: 614-206-3924  
Classification: Non-Exempt

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Valley Interior Systems is a commercial contractor specializing in drywall, acoustical ceilings, and plaster. We're a company driven by passion, innovation and a focus on quality- the same characteristics we look for in our employees.

**JOB SUMMARY:** The Assistant Project Manager Co-Op position will be working onsite at Project Turnstile (Large Data Center in New Albany). He/she will assist the Project Manager to ensure planning and successful completion of client projects, and the supervision and professional development of project team members. Additionally, he/she will help to serve as a liaison between the client and project team.

### DUTIES OF THIS POSITION:

- Builds productive relationships within the team and community to minimize project obstacles or issues; proactively communicates project requirements and/or changes and works to resolve any conflicts.
- Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion, continually monitoring and managing project progress while tracking project milestones and deliverables.
- Prepares and disseminates status reports and analyses as needed, identifies and troubleshoots problem areas, averts potential crises, mitigates risks, and devises contingency plans to ensure project completion and customer satisfaction.
- Acts as company liaison to the owner, representatives or advisors and serves as first point of contact for addressing project-related questions, clarifying and resolving project design issues, changes in scope of work, quality concerns or project delays. Reports progress to customer and serves as intermediary between customer and General Contractor.
- Builds productive relationships within the team and community to minimize project obstacles or issues; proactively communicates project requirements and/or changes and works to resolve any conflicts.

### REQUIREMENTS:

- **Experience/Education:** Ideally looking for student majoring in Construction Management, Management with an interest in the Construction field. Basic understanding of architectural drawings preferred.
- **Computer Skills:** Proficient with Microsoft Office Suite and PDF Review.
- **Reasoning and Development:** Ability to carry out instructions furnished in written or oral form; deal with problems involving several concrete variables and excellent grasp of process management.
- **Mathematical Development:** Ability to add, subtract, and divide all units of measure. Ability to compute percentages, interest, profit and loss; basic statistics, ability to read and use graphs/charts and general algebra.
- **Language Development:** Ability to read technical manuals and reports, workplace rules and procedures; speak with poise and confidence, using correct English. Ability to communicate effectively with all levels of the organization.

### PHYSICAL REQUIREMENTS:

The physical requirements are those that must be met by the employee to successfully perform the essential functions of this job, with or without reasonable accommodations:

- The physical demands of this position require the ability to communicate orally and in writing, hear at a conversational level, use both hands, distinguish depth, and operate a motor vehicle.
- While performing the duties of this job, the employee will frequently (34-66% time on job) be required to sit, use fingers. Occasionally (6-33% time on job) the employee will be required to stand, walk, grip with pressure, and twist or bend wrists. Infrequently (2-5% time on job) the employee may be required to climb up to 5 flights of stairs, carry 10 lbs. up to 10 ft., and keep wrists and feet in prolonged positions of flexion or extension. Rarely (1% time on the job or less) the employee will be required to stoop, balance, kneel, crawl, reach, repeatedly bend, perform hand over hand pulling, twist while rotating the torso, climb ladders up to 6 ft., pull 5 lbs. up to 5 ft., push 10 lbs. up to 10 ft., lift up to 35 lbs., and use hand and foot controls.

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**This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Duties, responsibilities and activities may change at any time with or without notice. The order in which duties and responsibilities are listed is not significant.**

**Valley Interior Systems is an Equal Opportunity Employer who encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, age, disability, citizenship, marital status, sexual orientation, gender identity, military or protected veteran status, or any other characteristic protected by applicable law.**