Assistant Project Manager Co-Op
Job Posting

About TMG: For nearly 40 years, The Motz Group has been 'Building Fields and Building Futures' through the delivery of high-quality synthetic grass and natural grass athletic field systems and related services. A unique turn-key project approach which is carried with our passionate customer first focus, have positioned TMG as a recognized leader in the athletic field construction industry.

The Motz Group is a division of The Motz Corporation (TMC). TMC houses three separate Business Units engaged in high-performance athletic field construction and service, throughout the tri-state, nation, and internationally. TMC team members are committed to championship quality, integrity, thinking like an owner, innovation and self enrichment. Candidates can look forward to a workplace culture centered on open communication, personal coaching, and tackling exciting challenges in a growth-oriented organization with a 5 year vision to Double our size, Triple the Impact through our mission of Building Fields, Building Futures. As a Cincinnati Business Courier 2013, 2014 and 2015 Best Places to Work Finalist, our team members say a career at TMC will energize, challenge, and reward!

Position Summary:

Complete a three or six month session between or in conjunction with college semesters or quarters working as a member of The Motz Group team. Under the guidance of a Project Manager and the General Manager complete appointed projects or assist Project Managers in the completion of tasks related to project life-cycle. This position will provide the co-op student/intern to have exposure to understanding a project from start to finish which includes, but is not limited to project planning, allocating resources, and demonstrating strong quality and customer service both internally and externally.

Hours requirement for this position: Minimum 40 hours

Job Functions:

- Assist project managers in the execution of their essential job functions including but not limited to the project start-up and daily job tasks.
- Assist with project closeout (i.e. punch lists, as-built(s), final invoicing)
- Assist in execution of subcontractor bid process
- Assist in weekly tasks and job meetings during peak season
- Assist in the timely preparation and execution of supply orders
- Assist in tracking deliveries in accordance with construction schedule
- Assist in updating the construction schedule weekly, to support in resource allocation
- Assist in the review of proposed change orders and their validity
- Assist in the review of engineered plans for completeness and compliance with standards
- Provide support to Internal Operations as requested
Participate in department meetings and 'huddles'

**Job Requirements**

- Working toward a 4-year degree in Construction Management; Operations Management, Industrial Management or other related degree (Minimum 2.5 GPA)
- Proven verbal and written communication skills
- Responds to change as a positive challenge
- Capacity to preserve confidentiality of information
- Accuracy and attention to detail and ability to work independently
- Commitment to providing customer service
- Proficiency in Microsoft Office (Word, Excel, ComputerEase, Outlook, etc.)
- Excellent interpersonal skills
- Travel will typically be long day trips with overnight stays on occasion.

**Send resumes to:** Rachael Wiley, HR Specialist, rwiley@themotzcorp.com