

Assistant Project Manager

An Oakland-based professional consulting firm seeks a skilled assistant project manager to support a transportation agency in delivering a large program of transportation capital projects. The assistant project manager will work closely with project managers to assist in the management and administration of the agency's capital projects from inception to closeout. Daily project operations include monitoring and reporting on project scope, schedule, funding, and expenditures; reviewing and tracking agreements, amendments, task orders, and invoices; and document control, including preparation of and coordination on required forms and documents. This full-time position is conveniently located in downtown Oakland, CA.

The ideal candidate is **detail-oriented and dependable, understands project management best practices, accurately enters and verifies data** in a variety of spreadsheets and databases, and prepares reports. If you have proven experience as an assistant project manager or a project controls assistant, we would like to meet you.

Responsibilities:

- Work closely with agency project managers and staff to maintain project management information for each project, including cost, expenditure, scope, and schedule
- Coordinate with Project Controls team to implement and maintain cost, scope, and schedule project information in a proprietary Access Project Controls System (PCS) database
- Maintain Project Funding Plans for all project phases including pre-design project development, environmental clearance, design, right-of-way, pre-construction, and construction activities
- Assist project managers with cost analysis and project reporting, including preparing funding and expenditure summaries, project-related staff reports, and supporting documentation for agency public meetings
- Review agreements, amendments, task orders, and invoices and coordinate with project managers on preparation of and revisions to required forms and documents
- Schedule, prepare for, attend, and document notes at weekly project meetings

Required education, experience, and skills:

- Bachelor's degree in planning, engineering, or related field and a minimum of 3 years of experience in project administration, project controls, or construction management
- Proficiency in MS Excel, Word, PowerPoint, Outlook and other project management software
- Good oral and written communication skills
- Excellent time management skills and the ability to prioritize work and meet deadlines
- Attention to detail and problem-solving skills

If you are interested in providing excellent project support, have the ability to manage your time well, and want to work with and support a wide variety of people, this job is for you. The pay is competitive.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)