

Project Manager Assistant (PMA)- Steel Fabrication

The Lynch Company – Portland, OR

Job description: Project Manager Assistant (PMA)

Position Summary:

The Lynch Company Inc. has been serving our customers excellence in steel fabrication for over 100 years. We are now seeking a Project Manager Assistant at our Portland, OR facility. This position is primarily responsible for assisting project managers with fabrication and install projects.

Looking for a detail-oriented and proactive individual to support Project Managers throughout all phases of the fabrication process. Assist with entering orders for production, and communicating customers' needs to the production team to ensure successful execution of projects. The Lynch Company has a dynamic and friendly work environment that is open to the exchange of new ideas.

Duties and Responsibilities (to include, but not limited to):

- Perform estimating for incoming RFQ's for sheet metal and structural steel fabrication and field installation/erection.
- Ability to read drawings and perform take-off requirements from design prints. Write Scope Letters, prepare Budgets, and maintain documentation as it relates to each project.
- Follow up on all quotes – clarifying questions and working towards closing the sale.
- Enter new jobs into our software system and release to production. Review/prepare contract/job setup for customer including change orders and scheduling
- Enter and maintain proper documentation for all jobs and quotes on our shared network.
- Obtain and distribute plans, specifications, and work on scheduling.
- Assist with purchasing of any long lead or specialty materials for each project.
- Assist PM as much as possible with projects through production and field installation.
- Perform continuous cost analysis to ensure projects stay on budget.
- Attend weekly production meetings.
- Review job costing at the end of project, correcting errors, and learning from the project to improve efficiency on future jobs.
- Pursue potential new project prospects and generate new relationships.

Qualifications:

- Background in Construction and Steel Fabrication. Mechanical background is helpful.
- Knowledge of steel fabrication Materials and methods. Including Aluminum and Stainless.

- Strong Customer Service focus. Attention to detail.
- Proficiency with Microsoft Office applications (Word, Excel, Outlook, etc.).
- Ability to use technology, use a tape measure, computers, phones, laptop, and ability to work independently under general supervision.
- Excellent written and verbal communication skills. Follow through skills. Being present in an office environment. Able to travel to local jobsite as needed and interact with onsite customer and install crews. Ability to take Field Dimensions when needed.
- Ability to perform a job walk and climb a ladder if needed to better understand customer request for pricing.
- Possess a Driver's License and ability to pass a back ground check.

The ideal candidate will have experience in fabrication estimating and/or the construction industry. Other work related work experience will be considered. College degree preferred but not required. Knowledge in Construction Engineering Management, Mechanical/Manufacturing Engineering, or Business Administration. Work experience is also a consideration for ability to succeed in this role.

Job Type: Full-time

Pay: \$55,000.00 - \$65,000.00 per year

Benefits:

- 401(k) (after one year anniversary)
- Dental insurance
- Health Insurance, Health Care Flexible spending account, and Health savings account
- Paid time off (after one year anniversary)

Schedule:

- Monday to Friday, normal business hours 6:30AM to 2:30PM. Some travel required.

Experience:

- Fabrication/Construction work: 2-3 years (Preferred)
- Microsoft Excel and Computers: 1 year (Required).
- Construction estimating: 2-3 years (Required)
- Steel Fabrication related work: 2-3 years (Required)
- Willingness to travel about 30% of the time. Jobsite visits and meet with customer.