

TITLE: Assistant Project Manager

JOB DESCRIPTION:

Reporting to the Senior Project Manager, the Project Manager will be responsible for all aspects of the project from concept to completion.

RESPONSIBILITIES:

- Manage all assigned projects to ensure the overall program is aligned to the stakeholder's objectives.
- Report on project success criteria results, metrics, test and deployment management activities
- Use established practices, templates, policies, tools and relationships throughout the life-cycle of the project.
- Prepare estimates and detailed project plans as required.
- Participate in project management team meetings
- Co-ordinate and liaise with stakeholders to ensure that all have timely and accurate information.
- Ensure compliance with drawings, specification, building regulations and good building practise.
- Check and understand all drawings and specification, issue timely feedback where required
- Ensure compliance with local statutory and regulatory obligations
- The above is a non-exhaustive summary of responsibilities that the Project Manager will be expected to fulfil.

QUALIFICATIONS :

- Recognised program management qualification
- Some experience and/or qualification in the construction industry
- Qualification or Experience in Engineering or Construction Management
- Minimum 2D Technical drawing experience with AutoCAD or equivalent.
- Ability to read technical drawings/layouts.
- Ability to use SAP Business One or similar for data entry.



sheets/schedules.

- General admin skills.
- Ability to drive desirable (for site visits).
- Strong communication and problem-solving skills

PREFERRED SKILLS:

Dortek Inc. are looking for people with a strong work ethic. The successful candidate will ideally have experience of working in a dynamic programs office and be willing to adapt and get on with the job as circumstances change.

Our ideal candidate will have a mixture of the following personal skills

- Be motivated, use initiative to complete the allocated work
- Be driven to work to the highest quality levels
- Excellent communication (oral and written) skills
- Ability to lead and work as part of a team
- Flexible and Innovative problem solver
- Punctual

REMUNERATION AND BENEFITS

For the right candidate, Dortek Inc. are offering a competitive remuneration and benefits package, including;

- Salary – negotiable depending upon experience
- Medical Insurance
- Match employee 401k contributions up to 3%
- 15 days paid vacation
- 1 Personal/family day
- Company supplied cell phone
- Company supplied laptop and email
- Mileage and expenses when travelling on company business

If you are interested in becoming part of the Dortek team and making a difference, please send your resume along with salary requirements to: [**us-hr@dortek.com**](mailto:us-hr@dortek.com).

