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|----------------------|---------------------------|-------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>    | Assistant Project Manager | <b>Office Location:</b> | Dortek, 10 East 6th Avenue, Suite 310, Conshohocken, PA 19428, USA                                      |
| <b>Pay Rate:</b>     | DOE                       | <b>Position Type:</b>   | Full time 40 hours                                                                                      |
| <b>Line Manager:</b> | Project Director          | <b>Start Date:</b>      | ASAP                                                                                                    |
| <b>PTO:</b>          | 15 days per annum         | <b>Benefits:</b>        | <ul style="list-style-type: none"> <li>• Company Health Insurance</li> <li>• Retirement plan</li> </ul> |

### ABOUT DORTEK:

Dortek are the leading supplier of specialist door systems to the global biopharma, medical research and healthcare industries. Based in Conshohocken PA, the company is 55 years old and has operations globally with headquarters in Wicklow, Ireland. Our dedicated in-house teams deliver complex, bespoke door packages from initial design, through specification and manufacturing through to installation and final commissioning.

Dortek supply the global top 20 pharmaceutical manufacturers and provide a total project management solution to door packages across Food Manufacturing, Pharmaceutical, Cleanroom Research Laboratory, Hospitals and Retail sectors internationally. Each client chooses Dortek for a variety of reasons but, we believe primarily due to the quality of our products and the high levels of flexibility, dedication and service we offer. We pride ourselves in getting the job done.

At Dortek, we believe our success has been built upon the 155 great people who work for us. We're a team that works hard for our clients and firmly believe our growth is down to the ambition, dedication and the expertise of everyone within the Dortek family.



The Assistant Project Manager will support the Project Management team in delivering successful hygienic door projects to critical facilities in the pharmaceutical and biomedical research sectors globally. Reporting directly to the Senior Project Manager, the Assistant Project Manager will be responsible for all aspects of the project from concept to completion.

### KEY RESPONSIBILITIES:

- Assist in the management of all assigned projects to ensure the overall program is aligned to the stakeholder's objectives.
- Use established practices, templates, policies, tools and relationships throughout the life-cycle of the project.
- Prepare project submittals as required including door schedules, hardware specifications.
- 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 practice.
- Check and understand all drawings and specifications, issue timely feedback where required.

The above is a non-exhaustive summary of responsibilities that the Assistant Project Manager will be expected to fulfil.

### QUALIFICATIONS AND EXPERIENCE:

- Recognized program management qualification.
- 2-5 years construction or Assistant Project Manager's experience.
- Qualification or Experience in Engineering or Construction Management.
- Experience with estimating/project management/managing specialty scopes of construction.
- 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.
- Working knowledge of Microsoft Office Suite including Microsoft Excel and Microsoft Word.

### ATTRIBUTES AND SKILLS:

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

Our ideal candidate will have the following personal skills:

- Be driven to work to the highest quality levels.
- Excellent communication skills (oral and written).
- Ability to travel to project sites for visits and meetings.
- Ability to multitask, critical think, and problem-solve is required.
- Eye for detail.

- Ability to work as part of a team, and individually.
- Ability to learn new job skills by engaging in the technical aspects of the job and applying new skills as they are taught is required.
- Self-motivated, proactive and the ability to work to timescales.
- Punctual.

### **SALARY AND BENEFITS:**

Dortek is offering a competitive salary and benefits package, including:

- A work place contributory retirement plan, with employer contributions.
- Health Insurance
- 15 days paid days off, excluding public holidays.
- Company-supplied laptop and other equipment necessary for this key role.
- International travel for factory and product training.
- Expenses when on company business.
- Continuous professional education support and training.

If you are interested in becoming part of the Dortek family and making a real difference to our US business, please send your CV to: [louise.bridgeman@dortek.com](mailto:louise.bridgeman@dortek.com).

