**Career Opportunity:**

**Assistant Project Manager**

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| **Job Title:** | Assistant Project Manager | **Location:** | Dortek, 10 East 6th Avenue, Suite 310, Conshohocken, PA 19428, USA |
| **Pay Rate:** | Annual Salary depending on experience | **Position Type:** | Full time 40 hours permanent contract |
| **Benefits:** | * 15 paid Vacation days plus National Holidays
* Company Health Insurance Plan
* Company

Retirement Plan  | * After 6 months/ 1- year partial remote work
* Flexible working hours
* Continuous professional education support
 | * International travel for factory training
* Expenses when travelling on company business
* Paid mobile phone & Laptop
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# JOB DESCRIPTION:

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.

# 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 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 practices.
* Check and understand all drawings and specification, issue timely feedback where required.

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

10 East 6th Avenue, Suite 310, Conshohocken,

PA, 19428

USA

917.618.8853

Louise.bridgeman@dortek.com

[www.dortek.com](http://www.dortek.com/)

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**Assistant Project Manager**

# QUALIFICATIONS / EXPERIENCE:

* Recognized 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

# SPECIFIC KNOWLEDGE, SKILLS, LICENSES, CERTIFICATIONS ETC:

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)
* Eye for detail
* Ability to work as part of a team, and individually
* Self-motivated, proactive and the ability to work to timescales
* Flexible and Innovative problem solver
* Punctual

# SALARY AND BENEFITS:

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

* Company Health Insurance Plan
* Company Retirement Plan
* 15 days paid vacation days plus national holidays
* Company supplied mobile phone and laptop
* International travel for factory training.
* Expenses when travelling on company business
* Flexible working hours
* After 6 months/1-year partial remote work
* Continuous professional education support

If you are interested in becoming part of the Dortek team and making a difference, please send your resume to: **louise.bridgeman@dortek.com**.

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