

About

Ryan Construction is based in Truckee, CA and is licensed in California and Nevada. Since 1979 we have been contracting, managing, and building residential and commercial projects of different sizes and scopes in Truckee, the Tahoe Basin, Reno, Carson City, and surrounding areas.

We offer a variety of construction services including general contracting, preconstruction, and construction management for residential and commercial projects. Within these services, our project scopes include inside building projects such as doors, hardware, cabinetry, and millwork; outside construction including framing, siding, trim, and exterior windows; and property site services.

Our team includes a group of outstanding individuals dedicated to cutting-edge building science, fine craftsmanship and building structures and relationships.

Assistant Project Manager

Ryan Construction is looking to add an Assistant Project Manager to the team. This new role will support the day-to-day needs of the Project Managers including construction administration, inspections, bidding, scheduling, paperwork filing and more. They will be responsible for facilitating the organization and workflow of day-to-day office activities.

The Assistant Project Manager will play an important part in constructing the up-and-coming neighborhoods in the region. Many of Ryan Construction's previous projects feature multi-million-dollar builds including the Boulders at Mountainside in Northstar, Shaffer's Mill Town Homes in Truckee and the Northstar Iron Horse building.

Join a close-knit crew who works together to complete beautiful homes in a world-renowned destination – the Sierra Nevada Mountains only 20 min from Lake Tahoe.

Please reach out if you have any questions about this position. We look forward to meeting you!

Job Responsibilities and Duties:

- Responsible for day-to-day construction administration including paperwork filing
- Assists Project Managers with budgeting and documenting hours for projects
- Responsible for responding to questions and processing documents as required by Project Managers and the clients
- Maintains accuracy in orders and all change orders
- Verifies materials ordered, including accuracy in vendor billing
- Works with local agencies for permitting and documents as directed
- Supports the construction administration phase of a project by reviewing submittals
- Communicates the requirements of the contractor to the client as needed

Job Requirements

- Previous construction experience (preferred)
- Attention to detail (required)
- Computer skills - including Word, Excel and PowerPoint (required)
- Understanding of construction drawings, scope of work and specs
- Ability to learn new systems including the Procore Construction Software
- Ability to professionally communicate both verbally and in writing
- Bilingual – English and Spanish (preferred)

Job Type:

Full-Time
Year Round

Schedule:

Monday – Friday
Located in Truckee, CA

Pay:

from \$60,000 per year

Benefits:

Health Insurance
Dental & Vision Insurance