

# ASSISTANT PROJECT MANAGER



**Cunningham  
Contracts Group**

## **Assistant Project Manager shall:**

Work alongside senior colleagues to support in the delivery of complex projects, primarily relating to projects within our specialist division.

- Providing clerical support to Project Managers that help them perform their duties quickly and accurately
- Following up with clients to understand their needs, taking minutes during project meetings and analysing statistical data
- Assisting in inventory monitoring to assess the need for resource procurement
- Preparing performance and ranking reports and weekly progress updates
- Communicating with team members through presentations and educating them on marketing tools and strategies
- Assisting in data collection, development and analysis to enable proper decision making and goal setting
- Communicating with clients to cultivate and maintain good relationships
- Assisting in the development and implementation of action plans to enable proper time, resource and process management

## **What you will need to succeed as an Assistant Project Manager**

- A degree in Civil or Structural Engineering;
- Minimum of 2-years' experience in the construction sector.
- Knowledge of NEC contracts;

**Job Type:** Full-time, Permanent

**Schedule:** Monday to Friday

**Supplemental pay types:** Performance bonus

**Ability to commute/relocate:** Dublin West, County Dublin: reliably commute or plan to relocate before starting work (preferred)

**Experience:** Project management: 2 years (preferred)