



Junior Project Manager/Assistant Detailer

Job Responsibilities

- Ability to read architectural and structural drawings.
- Ability to use AutoCAD to develop layout drawings, and designs that meet project requirements and specifications.
- Perform take-offs from architectural drawings.
- Strong mathematical skills.
- Oversee and direct project communications to customers from conception to close-out.
- Define all tasks and resources needed to complete projects.
- Review schedule deliverables and daily progress reports to team at job meetings.
- Communicate with plant production team regarding shop tickets, production schedules, and shipping dates.
- Plan to prevent and resolve any emerging problems quickly.
- Notify customer of any schedule delays immediately.
- Review shop drawings for compliance with proposed scope of project documents and specifications.
- Coordinate shipments and deliveries of materials to site.
- Create and execute change orders as needed.

Experience Needed

- BS or associate degree in architectural design, business, or construction management.
- Minimum of 3 years of detailing/AutoCAD and/or management/estimating experience in the construction industry.
- Experience in reading/interpreting architectural and structural drawings.
- Proficient in Bluebeam, Microsoft Excel, Word, and Outlook.
- Experience in developing and tracking budgets, planning, performance management, and management proficiency.
- Ability to use AutoCAD to develop layout drawings, and designs that meet project requirements and specifications.
- Strong mathematical skills.

Office Location: Georgia Precast Solutions, LLC, 1324 Southern Road, Morrow, GA 30260

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Forward resume to: careers@georgiaprecast.com