R.W. Mercer Co., a Michigan based construction company, is seeking a qualified applicant for an entry-level position. R.W. Mercer Co. is a full service Construction Manager/General Contractor. R.W. Mercer Co. specializes in commercial construction, petroleum fueling systems, and agricultural systems.

**Position: Assistant Project Manager**

**Location: Metro-Detroit Office – Redford/Livonia, MI**

Assist Project Managers and Sales Team in procuring and submission of proposals as follows:

- Solicit projects to bid including submission of qualification statements
- Distribute Invitations to Bid
- Distribute plans and documents for bidding
- Attendance at pre-bid meetings
- Distribution of minutes, addenda and RFI’s
- Assembly and submittal of final bid

Assist Project Managers in managing contracts as follows:

- Qualify final scope of work with subcontractors
- Assemble subcontractor and vendor purchase orders
- Attend progress meetings, prepare and distribute meeting minutes
- Assemble prevailing wage documentation from all subcontractors as necessary
- Prepare detailed budget analysis of on-going projects
- Assist in close-out and job costing procedures as required
- Preparation of O & M Manuals as required

Assist Project Managers in managing payables and receivables as follows:

- Review and approval of subcontractor and vendor invoices
- Code invoices as required
- Review and approve subcontractor/vendor sworn statements and payable records
- Preparation of monthly invoices to owner
- Prepare necessary waivers of lien
Candidates must possess the following qualifications:

- BS in Construction Management or anticipated graduation date in Spring 2015
- Internship experience is not a requirement, but is a plus.
- Strong written and verbal communication skills
- Proficient in all Microsoft applications, including Word, Excel and Project
- Proficient in AutoCAD is not a requirement, but is a plus
- Knowledge of blueprint reading and interpretation, as well as contract reading and interpretation
- Knowledge of basic building codes
- Willingness to exceed expectations and work additional hours as required
- Willingness to spend time in the field assisting site superintendents as required

Interested candidates should mail or email their resume to:

Matt Stoddard, LEED AP
Project Manager
Construction Division
R.W. Mercer Co.
2322 Brooklyn Rd.
Jackson, MI 49203
mstoddard@rwmercer.com
P. 517-787-2960