ASSISTANT PROJECT MANAGER – COMMERCIAL PAINTING

Continental Painting & Decorating, Inc. is currently seeking an Assistant Project Manager to join our team of professionals in Chicago. This position offers lots of opportunity for advancement!

The project manager role is critical to the viability of Continental Painting because this person ensures the profitability of the job and the satisfaction of the customer. A business degree and a technical aptitude would be a good fit for this position, which requires superior interpersonal, project management and organizational skills. Project managers represent and uphold the reputation of Continental Painting as key members of the organization.

The job responsibilities include:

- **Estimating**
  - Responsible for developing estimates
  - Responsible for managing scope reviews

- **Project Management**
  - Responsible for managing all aspects of the project
  - Responsible for performing problem resolution
  - Must understand job cost accounting
  - Responsible for ensuring client satisfaction

**Experience Requirements:**

- A business degree and a technical aptitude preferred
- Ability to learn to read and understand construction drawings

**Job Competencies Required:**

- Strong written and verbal communication skills
- Operational and technical ability and knowledge
- Analytical and financial aptitude
- Decision-making and problem resolution skills; excellent judgment and common sense
- Organization and time management; meets deadlines, over delivers
- Building relationships with internal and external teams, organizations and individuals
- Customer service orientation
- Integrity and values; reputation for honesty and trustworthiness
Company Description:

Continental Painting & Decorating, Inc. is one of the leading commercial painting contractors in the Chicago area. Founded in 1994 by a former Jones Lang LaSalle executive, the company was established to provide painting and decorating services to general contractors and directly to corporate clients. Our client list includes major corporations, universities, hospitals, theaters, museums, hotels, retail establishments, banks and schools. Our larger projects have exceeded $1,000,000 in size. Continental Painting has a strong capital base, including appropriate bonding and insurance. For additional information about Continental Painting, please visit the website at www.continentalpainting.com.

Continental Painting is an equal opportunity employer.

For immediate consideration, please submit your cover letter and resume to hr@continentalpainting.com.