

Job Title:	Project Assistant		
Department/Group:	District Wide		
Location:	6501 Magic Way, Bldg. 200	Travel Required:	Yes (Within Orange County)
Level/Salary Range:	\$18 Hourly	Position Type:	Full Time
HR Contact:	Susan Hellinger	Date Posted:	ASAP
Will Train Applicant(s):	Yes	Posting Expires:	When Position Filled
External Posting URL:	n/a		
Internal Posting URL:	n/a		

Applications Accepted By:

EMAIL:

Susan.hellinger@ocps.net
Subject Line: Project Assistant

MAIL:

Susan Hellinger
Orange County Public School
6501 Magic Way, Bldg.200
Orlando, FL 32809

Job Description

Seeking a self-motivated Project Assistant to work with Senior Project Managers and Facilities Managers on multiple small to medium-size construction projects.

ROLE AND RESPONSIBILITIES

- Perform site surveys and documentation.
- Visit multiple job sites to collect data, review installations, document conditions, and ensure quality installations.
- Assist Senior PM/Facilities Manager with developing scopes of work and putting together bid document packages.
- Manage and organize detailed paperwork.
- Work with vendors and contractors to ensure successful projects.
- Evaluate quotes and bids for accuracy.
- Review as-built drawings and compare with existing conditions
- Communicate effectively with a variety of internal and external stakeholders.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Student seeking a bachelor’s degree or recent graduate in Interior Design or Construction Management preferred or at least 3 years of project management experience as a project assistant or similar role.

PREFERRED SKILLS

- Proficient in AutoCAD, MS Office, and Adobe Acrobat Pro
- Excellent communication skills
- Strong organizational and time management skills
- Strong written and oral communication skills
- High Attention to detail
- Self-Motivated
- Knowledge of Florida Building Code and ADA

ADDITIONAL NOTES

None

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Susan Hellinger	Date/Time:	12/02/2016