

	<i>JOB DESCRIPTION</i>	<i>Document No: RMKMS</i>	<i>Page 1 of 2</i>
	<i>TITLE – Assistant Project Manager</i>	<i>Revision No.: 01</i>	<i>Revision Date: 06/25/21</i>

Assistant Project Manager

The Assistant Project Manager at RMK Merrill Stevens monitoring project progress, following up with the project managers on the completion or delay on phases, scheduling meetings, and maintaining project documents and reports.

Specific responsibility and authority:

- Take the attendance during morning meetings.
- Revised the timeclock record and compare it with the timesheets.
- Follow up with the employees that did not show up or call and contact the managers to let them know about the status of the employees.
- Collect timesheets from employees every Friday.
- Revise the timesheets to confirm accuracy with work orders, item # and work description (Coding).
- Enter timesheets into QuickBooks with correct coding for the vessels to be billed properly.
- Collect estimates from project managers and convert it into work orders in QuickBooks.
- Create customer folders with documentation and vessels information as well.
- File the folders at the accounting department.
- Provide time off request form, collect it, and put them into calendar once is approved.
- Provide all the forms to employees relate to projects.
- Collect COI from vendors and subcontractors working in yard and confirm company's name on the certificate holders.
- Collect W9 from vendors and contractors for payment's purposes.
- Update the spreadsheet with the vendor information (Coverage info and expiration date)
- Notify company's security personnel every time the company has a new vendor to allow access into the yard.
- Collect and provide vessel inventory to Services Department and Purchasing Department every other day.

Education and/or Experience:

- 1-3 years of relevant administrative assistance experience
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SKILLS AND ABILITIES:

- Proficient to advanced knowledge of Microsoft Office Applications, including Excel.
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties.
- Demonstrates an ability to manage a variety of priorities while meeting deadlines.