



## Associate Project Manager abstract

### About the Company

Founded in 1952 by Russell Pichette as Russell & Co. in Fall River, Massachusetts, Russco Inc. is one of the nation's leading specialty commercial general contractors. The company started with building and maintaining drive-in theaters and expanded to many other market sectors that now include retail, food and beverage, entertainment, healthcare, fitness, automotive, make-ready, and others.

Russco performs 70% of their work outside of MA, with experience in construction in over 35 states. The Company's roots as a family business continue today with a focus on delivering quality projects through integrity while fostering relationships that transcend careers, companies, and industries.

Some current and past clients include General Cinema, Patriot Cinemas, Foot Locker, Gap, Tesla, Starbucks, Warby Parker, LensCrafters, Sunglass Hut, Allbirds, Sephora, Under Armour, Williams Sonoma, Purple, Bed Bath & Beyond, Bose, Cava, Calvin Klein, The North Face, Victoria Secret, and many others.

### Full-time Associate Project Manager role

As an Associate Project Manager at Russco, you will focus on the independent administration and management of current projects through their workflow, with fluctuating day-to-day responsibilities based on the needs of the business. APMs will also be challenged to seek out ways to develop and exhibit leadership skills within the function of their role.

Key characteristics for successful candidates:

- Self-motivated and curious to humbly ask questions and consistently apply learnings
- Independently seek ways to engage with the internal and external Team: Russco employees, clients, subcontractors, architects, engineers, jurisdictions, etc
- Proactive problem-solving that drives resolutions that mitigate/eliminate the root cause
- Establish and foster relationships through emotionally intelligent interactions and awareness
- Self-accountable by striving for excellence and leading up the chain of command by example

Upon joining the Russco, APMs will be paired with a mentor and have main points of contact within each department to help with their on-boarding: estimating/bidding, project management, accounting, internal operations. Points of contact will engage with the APM to provide exposure and context on how their roles fit into the Russco workflow and also assign tasks to the APM to help establish a working understanding of the various disciplines in the Company. APMs will be expected to demonstrate their learnings consistently and independently by applying them to daily business needs. Successful growth in this role will be exhibited through self-accountability, measurable results, and approach to work with emotional intelligence.

Responsibilities will include, but not be limited to the following:

- Assist project teams in the development, refinement, and maintenance of the project schedules, ensuring proactive view of and meeting upcoming milestones
- Digitally organize updated/revised plan files from clients, architects/engineers, subcontractors, jurisdictions, etc.
- Communicate and distribute plan updates to appropriate team members (Project Manager, Superintendent, Subcontractors, etc.)
- Proactively manage financial project reporting to ensure accurate forecast and cashflow projections
- Compile and provide sub-contractors required/contractual/legal documentation
- Gain working knowledge through direct exposure to industry standard technology including Microsoft Project, Procure, Blue Beam, Plangrid, Revit, and others

The following are some of the Company's competitive benefits available for full-time employees:

- Medical insurance: Company covers the employee premiums 100%, with the option for the employee to add dependents through payroll deduction and competitive plan rates.
- Dental and vision: competitive plans for employee and dependents through a payroll deduction.
- Profit sharing: after one year of service the Company will automatically contribute 3% of the employee's salary, with the option for the employees to add more through a payroll deduction.
- Holidays, vacation, sick time: seven company holidays, ten vacation days, 5 sick days annually.
- Tuition reimbursement: eligible for 50% reimbursement up to \$1500 annually, and 100% up to \$1500 annually for work-related certificates, after earning a B or equivalent.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

Russco is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.