



**About elements:**

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

**Job Summary**

A DIRTT Associate Project Manager in the Manufactured Construction Studio at Workplace elements is responsible for servicing as the primary project lead on small to medium size projects throughout the course of a DIRTT project. This includes scope review, quoting, submittals, order acceptance, through project closeout.

**Job Responsibilities/Duties:**

- On most projects the Associate Project Manager will serve as the primary liaison contact (Project Manager) effectively communicating to Architects, General Contractors, Project Managers/Owners Representatives, and End Users/Clients, and other construction sub-trades.
- On most projects the Associate Project Manager will prepare and maintain strategic plans, timelines/schedules and budgets to complete projects on time and within budget, achieving maximum client satisfaction.
- Work closely with the MC Business Development Team on Identifying opportunities that come in and validate them through the “DIRTT Go or No Go process”
- Be proficient in navigating and understanding Architectural and Construction drawings and specifications.
- Develop detailed understanding of the DIRTT construction process and how this effects conventional construction and be able to effectively communicate this difference to clients and contractors.
- Understanding local code requirements as it relates to modular walls and modular power.
- Coordinating with the project team to meet the client/architects design and specifications criteria.
- Coordination of all DIRTT project efforts, including administrative and financial task such as compiling quotes, change orders, progress billing and contract review with our finance department.
- Review all project submittals including but not limited to: Architectural Drawing Coordination sets, Shop Drawings, Cut sheets, implementation schedules and budgets.
- Developing submittal packages for issuing to GC/Arch
- Develop and grow a working knowledge in DIRTT’s specification software platform called ICE.
- Develop detailed understanding of how site measurements are taken and gain the ability to turn ICE files into DIRTT shop drawings using ICE and AutoCAD.



- Assist team as needed with Custom or COM material requests.
- Update project tracking with accurate order dates, ship dates, onsite dates, forecast values, GP % etc.
- Review construction schedules for any changes and communicating any changes to the overall construction and DIRT schedule to team members and subs
- Organize install documentation including, submittals, install photos, construction schedules, install quotes from various sub-contractors.
- Prepare and host internal and external meetings for various topics such as weekly team meetings, order details, scope review, etc.
- Visit construction sites periodically throughout project schedule for site survey and solution determination.

**Environment**

- Sitting and computer work for extended periods of time (primary job function).
- Field and job-site survey work may require climbing multiple flights of stairs on construction job site.
- Lifting of materials, samples, etc. up to 25 lbs.

**This position is:** Full-time/Exempt

**Salary Range:** \$60,000 – \$67,000 annually

**Experience/Requirements:**

- Minimum 2 years of Design and/or Construction experience.
- Strong written and verbal communication skills
- Requires excellent customer service skills
- Must be extremely organized, with good time management skills and the ability to work independently with minimal guidance
- Must have prior hands on experience with subcontractors, submittals and document tracking
- Ability to read and understand construction drawings
- Ability to use and read tape and/or laser measure
- Must be able to analyze and problem solve, even with significant ambiguity
- Proficient in Microsoft Office (Excel, Word, and Outlook).
- Procore, Proest, CORE, Smartsheets knowledge is a plus
- Proficient in ACAD, Revit and Navisworks is a plus

**Work authorization:**

- Candidates must have a valid driver's license



**Employee Benefits & Perks**

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities
- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces and a Kegerator / Wine in our Centralized Downtown Location