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CSL-CONSULTING.COM

**CSL Consulting, LLC (CSL)** is a consulting company providing construction project management and construction mitigation services to organizations and institutions developing capital improvement and maintenance projects. Our company services the New England and Mid-Atlantic region and is headquartered in Burlington, Massachusetts. We provide services for the top tier clients in the academic, corporate, development, healthcare and life sciences markets.

## **Company Culture**

At CSL, we focus on hiring and training the most talented professionals in the industry and providing a rewarding work environment with emphasis on quality of life. Our firm values personal and professional development, as well as team collaboration. Ideas are generated, shared, and employees are empowered to fulfill their responsibilities, and encouraged to take initiative in making a positive impact on the company.

## **Assistant Project Manager**

CSL Consulting, LLC is seeking an individual with strong interpersonal and technical skills looking to work in a dynamic environment. The Project Management group has experience managing the planning, permitting, design and construction processes for private academic, healthcare, life sciences, and corporate clients. The selected individual will assume a support role of owner's agent for premier clients and will be responsible for assisting in leading the project team (e.g., architects, engineers, and contractors) to achieve client's project goals.

The position will be based out of Burlington, MA, but will require periodic travel to jobsites predominantly in Massachusetts.

## **Responsibilities**

- Assist in all phases of project management including design, construction, permitting, occupancy, quality control, staffing, scheduling and budget
- Interaction with clients to communicate project information
- Development of project schedules and milestones
- Assist in the team selection process
- Monitor and report overall project progress relative to goals, requirements, schedules and budgets
- Assist with Proactive budget development and management
- Understand contract terms and requirements
- Facilitate meetings to achieve and maintain project progress
- Develop recommendations and action item as necessary
- Interact with all associated project participants: User Groups, Executives, Designers, Contractors, Vendors, etc.
- Manage furniture procurement and client relocation
- Display a strong aptitude of the organizations core competencies which include:
  - Client Focus-Building strong client relationships and delivering client centric solutions
  - Situational Adaptability-Adapting approach and demeanor in real time to match shifting demands of different situations
  - Managing Complexity-Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems

- Judgement-Making good and timely recommendations/decisions that keep the project and organization moving forward
- Collaborates-Builds partnerships and works collaboratively with others to meet shared objectives
- Manages conflict-Handles conflict situations effectively, with a minimum of noise
- Builds relationships-Effectively building formal and informal relationships inside and outside of the organization
- Communicates effectively-Develops and delivers multimode communications that convey a clear understanding of the unique needs of the audience
- Takes Initiative- Takes actions that will improve effectiveness and efficiency of team and project
- Improves work process-Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
- Ensure Accountability-Holding self and others accountable to meet commitments
- Drive Results-Consistently achieving results, even under tough circumstances
- Instills trust-Gaining the confidence and trust of others through honesty, integrity, and authenticity.

#### **Minimum Requirements**

- Associates degree in construction management, business, or engineering
- Previous experience interacting with clients in the academic, healthcare, or corporate sectors
- Positive, completed experiences in managing small projects and supporting Project Managers or Executives on large projects
- Self-starter, energetic, enthusiastic
- Excellent interpersonal, written and verbal communication skills
- Computer proficiency of Microsoft and construction industry software platforms
- Knowledge and understanding of construction means and methods
- Ability to understand design process and architectural documents
- Capacity to prioritize in a composed and professional manner
- CORI and SORI satisfactory requirements of client

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*