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CSL Consulting, LLC (CSL) is a leading Owner's Project Management and Mitigation firm that provides construction consulting services to a full spectrum of top tier clients developing capital improvement and maintenance projects in the higher ed, private K-12, corporate, hospitality, healthcare, development, infrastructure, nonprofit and life sciences markets, among others. Headquartered in Burlington, Massachusetts, CSL primarily services the New England and Mid-Atlantic regions with some clients in other areas along the East Coast and in Vancouver, Canada.

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 is seeking an individual with strong interpersonal and technical skills who is looking to work in a dynamic environment. CSL's Project Management group has experience managing the planning, scheduling, budgeting, permitting, design, and construction processes for clients across numerous market sectors, including higher ed, private K-12, corporate, hospitality, healthcare, development, infrastructure, nonprofit and life sciences. The selected individual will assume a support role of the 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 our clients' project goals.

The position will be based out of Burlington, MA, but will require periodic travel to clients' jobsites.

Responsibilities

Responsibilities will include, but are not limited to:

- 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 items as necessary.
- Interact with all associated project participants: User Groups, Executives, Designers, Contractors, Vendors, etc.
- Manage furniture procurement and client relocation.
- Embody the organization's 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.
 - Manages 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 Processes - Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- Ensures Accountability - Holding self and others accountable to meet commitments
- Drives 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 experiences 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.