



Dean E. Norris has been in business over 40 years and specializes in fabrication and installation of heating, air conditioning, plumbing and custom sheet metal for commercial and industrial applications throughout Kansas. We working with owners, architects, engineers, and general contractors to bring solutions to mechanical problems. Dean E. Norris, Inc. provides solutions to meet our customer's needs with timely response, completion and communication. Our team focuses on methods to provide the customer the greatest return on their investment in us. The result is the collective experience of our entire company working together.

Assistant Project Manager

The assistant project manager will possess skills and some experience to assist the project managers with daily tasks. In this position, you will learn and grow into a project manager and estimator.

Key Responsibilities:

- Process and record submittals under direction from the PM.
- Write and track purchase orders, and material deliveries.
- Communicate with suppliers and subcontractors.
- Document daily work activities at jobsites.
- Request bids and pricing from subcontractors and suppliers.
- Read and understand project specifications.
- Set up and maintain project files.

Education Experience:

A high school diploma or GED equivalent is required.

Requirements:

Must be able to satisfactorily pass a criminal background check. May be able to satisfactorily pass a motor vehicle record check. Must be able to meet Dean E. Norris, Inc. qualifications to operate a vehicle on company business. Must be at least 18 years of age. Must possess a valid driver's license. Must have a well maintained vehicle to drive. Must have up to date registration with the local Department of Motor Vehicles. Both the candidate and the vehicle must be currently covered on a personal insurance policy. May be required to lift up to fifty pounds.

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Skills/Qualifications:

Some experience in the construction industry preferred, but not required.

Good computer skills using Word, Excel and Acrobat (PDF's).

Ability to collaborate and communicate well with project managers and job superintendents.

Willingness to learn different tasks.