



# Habitat for Humanity®

of Wake County  
*Serving Wake and Johnston Counties*

## ASSISTANT CONSTRUCTION MANAGER

DEPARTMENT: Construction

LOCATION: Raleigh, NC

SUPERVISOR: Homeownership & Construction Manager

### SUMMARY:

Reporting directly to the Homeownership & Construction Manager (CM), the Assistant Construction Manager (ACM) is responsible for managing the scheduling software and other construction systems, ordering materials, and seeking out the best pricing for material ordering.

This is a Full Time non-exempt position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The ACM will likely spend on average at least five days per week, Monday – Friday (40 hour work week with 8 hours days) on site and in the office.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Organize, implement, and maintain scheduling management system supporting construction timeline.
- Analyze critical path and constraints to determine effect of change to schedule and recommend work-around.
- Evaluate project schedule progress and performance and identify developing problem areas.
- Schedule material deliveries for worksites in accordance with their schedule.
- Pursue best pricing for all materials purchased for the warehouse and on-site.
- Assist Homeownership & Construction Manager in supporting homeowners throughout the buying process.
- Responsible for all aspects of the purchasing and cost estimating functions from warehouse to onsite.
- Develop and manage effective purchasing (bidding, negotiating, contracting) processes and systems to ensure cost effective and timely contracting of trade partners, while preserving high construction quality standards.
- Negotiate and resolve contract changes/issues and price change requests, including effective and good through dates.
- Evaluate and implement best practices to gain efficiency and accuracy and champion new, innovative products and processes for consideration and implementation.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Have a passion and calling to empower families and revitalize communities.
- Have 1-2 years working with construction scheduling software, preferably BuilderTrend.
- Have strong communication skills and have a calm and professional demeanor when working with a

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wide variety of people.

- Detail oriented and have familiarity with the building process.
- Excellent computer skills including Excel, MS Word, MS Publisher, MS Outlook, and Google products.
- Ability to effectively and efficiently organize work and time. Ability to work in an office with frequent interruptions. Must be a self-starter.
- Critical thinking, problem solving, accuracy, and attention to detail.

## EDUCATION/EXPERIENCE:

- Related experience in private business or non-profit organizations; or an equivalent experience in working in retail, reuse, and on construction
- Excellent communication skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Regular attendance is required; and must be available to work weekends and evenings.

## APPLICATION PROCESS:

- If interested, please send in your resume along with a cover letter to: [edmundoyanez@habitatwake.org](mailto:edmundoyanez@habitatwake.org)

## NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

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