Shepherd Response is soliciting candidates to apply for the below position. Shepherd Response is a newly formed LLC and this is an opportunity to join an organization at the ground level and help build a dominant construction company within the disaster recovery industry. For more information on the company please visit our website at [www.shepherd-response.com](http://www.shepherd-response.com).

**Position for hire: Assistant Operations Manager**

Job Description

We are looking for a Project Manager to join our dedicated project management team responsible for defining the project’s objectives and overseeing quality control of the project. In this role, you will plan, execute, and finalize projects according to the schedule while keeping within budget.

As a new company, the current position will have substantial administrative duties as well and the candidate must be able to wear multiple hats. The candidate must be able to implement processes and workflows in order to help build a highly efficient company.

Current Responsibilities

* Documenting the required construction compliance for the program
* Subcontractor accountability
* Creating trade specific scopes of work
* Assisting the project manager with Cost to Complete reports
* Assisting the project manager with Purchase Orders and Change Orders
* Maintaining adherence to Shepherd’s safety standards and ensuring proper documentation is filed.
* Creating project schedules
* Establishing job processes (RFI’s, submittals, and pay applications) including approving pay applications and negotiating subcontract change orders

Requirements and Qualifications

* Administrative capabilities to keep up with client compliance
* Teamwork Mentality
* Adaptability and willingness to change
* Outstanding communication skills, both written and verbal
* Able to generate budgets and reports
* Creative thinking skills and ability to solve problems
* The ability to present solutions when presenting problems

Compensation

* $50,000-$57,500
* Paid time off, 401k, and Health Insurance will be offered after an initial vesting period