



[Just Right Heating & Cooling](#) has **two openings for Assistant Project Managers** at its Vancouver facility. We are a general contractor in the Portland Metro area specializing in commercial HVAC projects. Just Right is growing and looking for people who want to grow with us for the long haul—opportunities for advancement abound in many areas of the company.

The **Assistant Project Manager (APM)** assists the Project Manager throughout the project life cycle by performing these duties:

- Coordinate and collaborate with Just Right team members to complete projects on time and under budget.
- Develop good relationships with coworkers, GCs, vendors, suppliers, and other trades.
- Prepare vendor and subcontractor purchase orders, submittals, and shop drawings to reflect contract drawings, specifications, and estimates.
- Assist Project Manager with change orders, project documentation, and project close-out documents.
- Respond to vendor inquiries and review their invoices
- Maintain files and documentation thoroughly and accurately, in accordance with company policy
- Be willing to innovate processes, procedures, and practices as Just Right grows and changes

### **Compensation**

- excellent health and dental insurance
- paid time off
- competitive salary
- continuing education options

If you are interested, please email your résumé to Jodie Marion at [jodie@justrightheat.com](mailto:jodie@justrightheat.com). Thank you.