

THE MBE IT pays to work with.

### Who is VEI Solutions?

VEI Solutions is a family-owned glass and metal subcontractor whose roots go back decades. We are signatory with the International Iron Workers Union, meaning VEI Solutions can work with any affiliated iron workers union in the U.S. or Canada. As a nationally certified MBE/DBE, VEI Solutions can partner with larger, first-tier contractors to help meet strict diversity compliance goals in addition to pursuing first tier opportunities directly with GCs.

At VEI Solutions, our management team is committed to delivering quality results on time to ensure the success of every installation we perform. As a family-owned business with deeply-rooted values, VEI has a unique focus on building true relationships and taking pride in the work we do. While the values of the “handshake era” hold true for VEI today, we are also highly focused on the innovation and technology of tomorrow. Strong relationships and pride in our output are coupled with high efficiency and strong attention to detail.

### Performance Capabilities


- Complete Envelope Packages
- Fire-rated Frames & Systems
- Storefronts
- Curtain Wall
- Glass & Metal Panels
- Unitized Panels
- Exterior & Interior Enclosures
- Miscellaneous Metals
- Window Wall

### Success Factors




**VENDORS**  
*on time + efficient*

When it comes to vendors, our goal is simple: to consistently deliver on reliability, transparency, and efficiency. This means we promise to pay on time, every time, while working together to ensure quality and beautiful results.



**CONTRACTORS**  
*true partners*

We work hard to build trust with our contractors so that those relationships develop into true partnerships. We get the job done within their processes and are never the kink in the chain that holds back a project.



**EMPLOYEES**  
*badge of honor*

When you're proud of your output, you're proud of what you do for a living. Our employees wear the MBE status as a badge of honor and can rely on us to treat them with the same respect as those we partner with on-site.

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## Assistant Project Manager

Reporting to Director of Operations

Job Type, Full Time

### Position Overview

VEI Solutions is looking to hire an Assistant Project Manager to assist Project Managers and/or Superintendents to ensure that projects stay on schedule and under budget, ensure that necessary documents are professionally produced, organized, and submitted, and will act as VEI's representation and regular point of contact on-site.

The ideal applicant will be a natural self-starter with the ability to multi-task on numerous projects, prioritize workloads, and work to solve problems in a timely manner with minimal supervision. The applicant will be a team player capable of communicating the project's needs and requirements. Applicant will be able to effectively communicate with different personalities at different levels within the organization. Applicant will not be intimidated by conflicts and will display strong conflict resolution skills.

### Required Education & Experience

- Bachelor's Degree  
Business, Supply Chain, Operations, Architecture, Engineering, Project Management, or Construction Management degrees preferred.
- Strong time management skills.
- Math, geometry, and configuration skills.
- Strong attention to detail and organization.
- Writing, grammar, and presentation skills.
- Ability to Read Blueprints (*Desired*).
- Successful drug & background check; Clean.
- 1-2 years Construction experience (*Desired*).
- Effective communication, negotiation, problem solving, and relationship skills.
- Understands cost, overhead, and profit.
- Above average interpersonal skills
- Ability to work under pressure, prioritize tasks, and manage resources.
- Willingness to travel.
- Valid Driver's License; Clean record.

### Additional Skills & Qualifications

- Microsoft Office  
Outlook, Word, Excel, Power Point, Project
- Adobe DC
- OSHA 30 (*Desired*)
- Proficient use of estimating, scheduling, and project management software.
- BlueBeam
- AutoCAD (*Desired*)

### Job Duties

- Assist Project Manager/Superintendents throughout the life of a project(s).
- Assist with setting projects up to succeed before field labor arrives on-site.
- Assist with the development of project schedules and remain committed to updating them on a daily basis so that VEI has the most up to date projections.

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- Develop and maintain the project's submittal log.
  - Construct, submit, and follow up on all RFI's.
  - Monitor all project documents ensuring that Vei's contract is fully executed, that our scope of work is fully defined and understood, and that all document submissions (i.e. Certificate of Insurance) have been completed prior to field labor performing any work on-site.
  - Monitor and follow up on any documents and/or communications owed to Vei Solutions.
  - Assist the Project Manager / Superintendent to identify, and track, long lead times and critical paths by reading drawings and reviewing specifications.
  - Assist the Project Manager / Superintendent with the selection of tool & equipment suppliers.
  - Ensure that constant contact is maintained with material suppliers and logistics firms so that deliveries are received as expected and any delays are communicated in a timely manner to avoid schedule delays and financial losses.
  - When required, represent Vei Solutions in weekly site meetings keeping a detailed, and on-going, log of updates by date to share with other team members.
  - Assist the Site Superintendent / General Foreman by collecting, reviewing, organizing, and submitting daily reports, progress photos, and safety documentation.
  - Assist with tracking field hours and submitting weekly payroll to accounting.
  - Assist the Project Manager with weekly payment applications by tracking progress accurately and delivering payment applications to Accounting in a timely fashion.
  - Review incoming invoices for accuracy, correct with the vendor and/or subcontractor when necessary, and route for payment once approved.
  - Monitor costs as invoices are approved, comparing actual costs to estimated costs monitoring "cost-to-complete" budgets to create project projections.
  - Assist the Project Manager / Superintendent to aggressively stay on top of punch list throughout the life of the project, assisting the field with execution and regularly following up with the customer for final sign-off.
  - Collect and organize close out documents to ensure timely project completion.
  - Keep both the Project Manager & Field Team informed with up-to-date information and ensure both are an active part of the project decision making process.
  - Establish, build, and maintain relationships with customers and suppliers.
  - Collaborate with the other operations team to execute projects in accordance with contract terms and conditions, workforce, and safety compliance requirements.
  - Assist Field Supervision with identifying out-of-scope work, creating Extra Work Orders (EWOs), ensuring that those EWOs are signed before completing the out-of-scope work, gathering adequate back-up to support EWOs, organizing EWOs and Change Orders, and following up to ensure Vei Solutions is paid for the work it has performed.
  - Safely perform tasks and adhere to all safety policies and procedures.
  - Develop a thorough understanding of Vei Solutions' Health & Safety Policy and intentionally incorporate Health & Safety Policies into estimates and job planning documents and schedules.

### Additional Duties

- Stay informed about current products, systems, and industry practices.
- Remain up to date on current software programs used within the industry.

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- Participate in training, educational seminars, and classes as opportunities present themselves or required by management.

### Compensation

- Competitive Base Salary & Bonus Potential
- Health & Dental Insurance
- Paid Holidays
- Vacation

### *Apply Now*

If you are interested in this position, we would be interested to hear from you! Please indicate your interest by sending us a brief email, your resume, and any references (2-3 preferred) to: [humanresources@veisolutions.com](mailto:humanresources@veisolutions.com).