



**AVANYU** LLC  
general contracting

# ASSISTANT PM

March 9, 2011

Contact:

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505-927-4418

Accepting Applications From March 7th – March 18, 2011

## **Assistant Project Manager Job Description:**

**Pay rate:** \$12/hr - \$18/hr depending on experience

**Direct Supervisor:** Pat Taylor

The successful candidate will have experience working in a fast paced, dynamic environment. The position requires the ability to adapt to changing conditions, produce needed data quickly, track and manage multiple streams of information and contribute to increasing efficiency and productivity.

**Minimum Employment Requirements:** Full time position (32-40 hours/week) working primarily at Avanyu General Contracting office located at 352 Po Pay Ave. Ohkay Owingeh Pueblo, NM. Must have valid drivers license and vehicle. Minimal travel between the Ohkay Owingeh office and Avanyu's San Ildefonso office. Computer skills required (Micro-soft Office suite, incl. Projects). BA or equivalent 2 years work experience managing short and mid term projects. Own laptop computer a plus. Construction industry experience a plus, but not required. Ohkay Owingeh Tribal Members and Native American Candidates encouraged to apply.

**Position Responsibilities:** Tracking field progress, Managing field supplies and tools, Tracking project expenses, Updating schedules, Minimal accounting, Produce spread sheets, Bid preparation.

Some additional responsibilities will be identified as needs develop.

Please send Resume to: [mateo@avanyullc.com](mailto:mateo@avanyullc.com) or deliver to the Avanyu General Contracting office located at 352 Po Pay Ave. Ohkay Owingeh Pueblo, NM.