

Assistant Project Manager

Snow & Company is a fast growing boat building and repair company in Seattle seeking an Assistant Project Manager to join our team. We are currently working on some exciting projects including two pilot boats, a hybrid research vessel and an 8-year contract to build work boats for the US Navy.

This is an excellent opportunity for someone with strong skills in organizing information to move into project management.

We offer jobs that are rewarding, and we pride ourselves in our ability to deliver exceptional work. We look for inspired and motivated self-starters. Our company is team oriented and requires individuals with a collaborative and innovated thought process. With quick turnaround projects and strict deadlines, we need candidates who can work in a fast-paced environment, while maintaining a positive, can-do attitude.

JOB SUMMARY:

Assists Project Manager with the management of new construction projects from receipt of order through delivery. Works closely with Project Manager, Sales/Business Development, Engineering and Production to deliver projects on time, within budget and within scope. The ideal candidate will possess strong organizational skills, understand collaborative processes, possess a high level of attention to detail and exhibit extraordinary verbal and written communication skills.

RESPONSIBILITIES:

- Coordinates with the Project Manager the development, planning and scheduling of project goals, milestones and deliverables
- Coordinates internal resources and third parties/vendors for the successful execution of projects
- Helps to track the process of identifying materials required and coordinates with the purchasing team to ensure items are purchased
- Reports and prioritizes problems/issues as needed to internal management
- Assists the Project Manager with maintaining comprehensive project documentation
- Collaborates and communicates with others to resolve challenges to ensure a successful result.
- Assists with the arrangement of sea trials and documentation of sea trial reports
- Assists with the final inspection of completed boat to ensure all open Quality Assurance (QA) discrepancies and any other known defects are addressed and repaired
- Coordinates and ensures smooth hand off post-delivery to the Customer Support and Training Departments as needed

Skills:

- Must be extremely organized with attention to detail and have the ability to multi-task
- Excellent communication skills internally and directly with customers
- Strong working knowledge of Microsoft Office; Understanding of Project Management software is a plus (MS Project or equivalent)
- Interest in the marine industry

Snow & Company Perks

- Positive work environment
- 100% company paid coverage for family health and vision insurance with options for dental & life insurance.
- Paid holidays
- Opportunity to grow
- Working in the exciting young community of the Ballard Shipyard, this is not corporate.

Full Time position

Salary DOE

Snow & Company:

We are a leading boatbuilder and ship repair company in the Ballard neighborhood of Seattle. Our team is excited to put their talents to use on some of the most well-known fishing/crabbing vessels in the PNW and Alaska, pilot boats, commercial workboats, as well as working on government projects with the Navy and Coast Guard. Additionally, we perform overhauls and repairs to vessels. Located on the ship canal we have modern enclosed fabrication halls along with waterfront repair facilities.

Located on the Burke Gillman bike trail and within one block of the Metro bus, we are a commuter friendly workplace.

Snow & Company, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, protected veterans, age, disability, or genetics. In addition to federal law requirements, Snow complies with applicable state and local laws governing nondiscrimination in employment.

Snow & Company, Inc. is considered an essential business and strictly follows the COVID-19 General Workplace Requirements as stated by the State of Washington Dept of Labor and Industries.

Snow is a Drug Free workplace



Send resumes in confidence to jobs@snowboatbuilding.com . For more information, please visit Snow & Company on the web at www.snowboatbuilding.com