



ASSISTANT PROJECT MANAGER - OFFER

Trade: Natural Stone Specialist

Field: Construction – Architectural

Company Description:

EDM is the privileged partner of architects, interior designers, and prestigious brands in France and abroad. It has the ability to bring complete satisfaction to their customers: deploying expert know-how and talents. Today EDM is located in France, England, United States, the Middle East, Asia and Brazil. EDM can deliver every need expressed in the world of architecture. Through listening and responsiveness EDM has become the preferred partner of construction companies: taking initial concept sketches through to practical completion.

EDM USA Inc., branch of the EDM Group, has been growing extensively with projects mostly located in the New York and Miami areas and is in constant search of new talents to join our team.

Position description: EDM USA, Inc. is looking for an Assistant Project Manager that would be in charge of High End Residential **on-site management**.

Job site Location: New York City, NY, USA

Job site Description: High End Residential

Internship starting date: Position available

Duties:

- Job site preparation: construction schedules, logistics, consumable orders, and manpower organization.
- Job site daily management: follow up table with clients, coordination meetings.
- Day to day site follow-up.
- Sample's submittal.
- Quantity take-offs.
- Price estimation for the stone scope of work for luxury apartments, residential developments, and retail stores.
- Procurement and sourcing of the materials.

Profile wanted:

- Civil Engineering Graduate (Master's Degree) recently graduated with construction site management and price estimation experience.
- Must be versatile, hardworking, rigorous, multi-tasking, involved.
- Good interpersonal skills.
- Fluency in English compulsory / French, Spanish or Portuguese appreciated.
- Candidates with Canadian or American citizenship appreciated.

Full time internship with possibility of full-time position upon a 6-month period

Send your application to macarena.pastor@edm-paris.com and visit www.edm-paris.com