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CSL-CONSULTING.COM

CSL Consulting, LLC (CSL) is a consulting company providing construction project management and construction mitigation services to organizations and institutions developing capital improvement and maintenance projects. Our company services the New England and Mid-Atlantic region and is headquartered in Burlington, Massachusetts with a satellite office in Plainville, CT. We provide services for the top tier clients in the private academic, corporate, development, healthcare and life sciences markets.

Company Culture

At CSL, we focus on hiring and training the most talented professionals in the industry, and providing a rewarding work environment with emphasis on quality of life. Our firm values personal and professional development, as well as group collaboration. Ideas are generated, shared, and employees are empowered to fulfill their roles and responsibilities.

Assistant Project Manager

CSL Consulting, LLC is seeking an individual with strong interpersonal and technical skills looking to work in a dynamic environment. The Project Management group has experience managing the planning, permitting, design and construction processes for private academic, healthcare, life sciences, and corporate clients. The selected individual will assume a role of owner's agent for premier clients and will be responsible for leading the project team (e.g., architects, engineers, and contractors) to achieve client's project goals.

The position will be based out of Burlington, MA, but will require periodic travel to jobsites predominantly in Massachusetts.

Responsibilities

- Assist in all phases of project management including design, construction, permitting, occupancy, quality control, staffing, scheduling and budget
- Interaction with clients to communicate project information
- Development of project schedules and milestones
- Assist in the team selection process
- Monitor and report overall project progress relative to goals, requirements, schedules and budgets
- Proactive budget development and management
- Understand contract terms and requirements
- Facilitate meetings to achieve and maintain project progress
- Develop recommendations and action item as necessary
- Interact with all associated project participants: User Groups, Executives, Designers, Contractors, Vendors, Etc
- Manage furniture procurement and staff relocation

Minimum Requirements

- Associate's degree in construction management, business, or engineering
- Previous experience interacting with clients in the academic sector
- Positive, completed experiences in managing small projects and supporting Project Managers or Executives on large projects
- Self starter; energetic, enthusiastic
- Excellent interpersonal, written and verbal communication skills
- Computer proficiency of Microsoft and construction industry software platforms
- Knowledge and understanding of construction means and methods
- Ability to understand design process and architectural documents
- Capacity to multi-task in a composed and professional manner