



Title: Assistant Project Manager

Location: Project Based – Golf Courses Across the United States

Reports To: Project Manager

Pay: Negotiable

Date Available: Flexible Around Student Graduation Date

Company Overview

Founded in 1979, Total Turf Golf Services is celebrating our 47th year in business. Our company was built on the Core Values of **Integrity, Quality, Safety** and **Care**. A Certified Golf Course Builder through the GCBAA since 1998, the name Total Turf Golf Services has become synonymous with excellence in the golf industry. With office locations in Huntingdon Valley, PA, Fraser, CO and Jacksonville Beach, FL, Total Turf Golf Services specializes in Golf Course Construction, Renovation and Restoration throughout the United States. To learn more, please visit www.totalturf-golf-services.com.

Position Overview

Assistant Project Manager will be involved in the day-to-day job activity receiving instruction from the Project Manager on site. Individuals must be detail oriented, team players with a desire to learn. Prior construction experience preferred but not required. Individuals must possess good communication skills, both written and verbal as well as computer skills. Spanish speaking skills a plus. Prior experience with operation of skid steers, excavators, tractors and other construction equipment a plus. Travel is required and individuals must be willing to relocate to the Philadelphia Area.

Job Description

- Manage and assist on golf renovation projects throughout the U.S.
- Liaison between Golf Course Superintendents, Clubs and Golf Course Architects or Consultants
- Ensure quality control and safety on all projects
- Help with developing relationships with potential customers within the Golf Industry
- Project Coordination/Scheduling
- Project Paperwork to include time sheets, materials, production sheets
- Ensure proper Daily Equipment Maintenance is completed

Requirements

- Degree from an accredited turfgrass management program or related area of study
- Have appropriate authorization to work in the United States
- Basic proficiency in Microsoft Office (Excel, Outlook, Teams) and ability to learn field tech tools
- Valid driver's license and willingness to travel to project sites as needed

1800 Byberry Road, Suite 1310
Huntingdon Valley, PA 19006
215-366-7155
www.totalturf-services.com



Benefits/Perks:

- Hands-on field experience with elite-level golf course construction projects
- Project Housing & Travel Expenses Covered + Per Diem
- Competitive Salary based on Experience
- Health, Dental & Vision as per Company Policy
- Vacation & Holiday Time
- 401(k) with company match
- Company Laptop, Cell Phone, and mutually determined equipment

Interested Candidates Should Contact Chris Kugler, Talent Acquisition Specialist:

Chrisk@totalturfservices.com

1800 Byberry Road, Suite 1310
Huntingdon Valley, PA 19006
215-366-7155
www.totalturfservices.com