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ASSISTANT PROJECT MANAGER

Reports to: PM

Education:

High School diploma or equivalent with applicable 2 year Technical College Degree in Residential or Commercial Design and/or Construction.

Preferred Education:

4 year Construction Management Degree with an emphasis on; project management, construction sequencing, job costing, and construction contract law.

Minimum Experience:

Recent College Graduates in Construction Management will be considered. 1-3 years experience as an entry level Assistant Project Manager or Project Coordinator, in the commercial sector, or intern experience; where change orders, purchase orders, schedule development, light pricing of change orders and a strong understanding of the critical path exists.

Job Function:

The Assistant Project Manager supports the successful execution of construction projects from preconstruction through closeout. This role combines project management support with hands-on coordination, ensuring projects are delivered on time, within budget, and in alignment with company standards. The position works closely with Project Managers, Superintendents, subcontractors, clients, and design teams.

Duties and Responsibilities:

Project Coordination & Administration

- Assist in the planning, execution, and delivery of multiple construction projects
- Maintain project documentation including contracts, submittals, RFIs, change orders, and meeting minutes
- Coordinate project communications between internal teams, subcontractors, vendors, and clients
- Track project milestones, schedules, and deliverables to ensure timely completion
- Support job cost tracking, budgeting updates, and financial reporting

Preconstruction & Procurement Support

- Assist with bid solicitation if necessary, scope reviews, and subcontractor selection
- Coordinate and track subcontract agreements and purchase orders
- Review drawings and specifications to support scope alignment and constructability
- Participate in value engineering and cost-saving initiatives

Construction Phase Support

- Work with field teams to ensure alignment between office and jobsite operations
- As directed by PM, assist in resolving project issues, conflicts, and delays proactively
- Track and manage RFIs, submittals, and change orders to maintain project flow
- Support quality control and compliance with contract documents
- Conduct site visits as needed to monitor progress and coordination

Attributes:

Organizational Skills
Good Judgement
Communication Skills
Focused
Thorough
Attention to Detail
Results Oriented
Flexibility
Adaptability
Time Management
Dependable
Consistent
Attentive Listener

Administrative Skills:

Strong Organizational Skills
Ability to communicate effectively with all levels.
Ability to follow policy and procedures.
Ability to exercise independent judgement.
Ability to function in a high paced environment.

Scheduling & Reporting

- Assist in developing initial project schedules and once established, maintaining project schedules
- Monitor progress against schedule and proactively identify potential risks or delays
- Work with PM and Superintendents in creation and support of three week and six week look ahead schedules during construction
- Prepare and distribute regular project status reports
- Participate in project meetings and document key outcomes and action items as well as creation of agendas and minutes

Financial & Contract Management

- Assist in budget tracking, cost forecasting, and variance analysis
- Support the preparation and review of pay applications and invoices in partnership with PMs and Accounting Dept.
- Track and manage change orders, ensuring proper documentation and approval
- Help ensure compliance with contract terms and conditions

Project Closeout

- Coordinate punch list completion and project closeout documentation
- Compile warranties, as-builts, O&M manuals, and final records
- Assist in final financial reconciliation and project evaluation
- Assist in final internal continuous improvement closeout meetings
- Other Duties as assigned by Project Manager, Project Executive or Project Superintendent.

Physical Demands

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Time Spent				X	Vision/Dexterity			X	
Spend Time Sitting				X	Manual Dexterity			X	
Spend Time Standing			X		Finger Dexterity			X	
Spend Time Walking			X		Wrist-Finger Speed			X	
Spend Time Bending or Twisting the Body		X			Peripheral Vision		X		
Spend Time Kneeling, Crouching, Stooping, or Crawling		X			Far Vision		X		
Spend Time Climbing Ladders, Scaffolds		X			Visual Color Discrimination			X	
Spend Time Keeping or Regaining Balance		X			Depth Perception			X	
Spend Time Making Repetitive Motions		X			Skills	N	O	F	C
Lift/Carry	N	O	F	C	Reading Comprehension				X
Lift/Carry 10 lbs. or less		X			Writing				X
Lift/Carry 11-15 lbs.		X			Letters and Memos				X
Lift/Carry 16-20 lbs.		X			Electronic Mail				X
Lift/Carry 21-40 lbs.		X			Speaking				X
Lift/Carry 41-50 lbs.		X			Public Speaking			X	
Lift/Carry 50-100+ lbs.		X			Active Listening				X
Push/Pull	N	O	F	C	Complex Problem Solving				X
Push/Pull 12 lbs. or less		X			Contact With Others				X
Push/Pull 13-20 lbs.		X			Exposure	N	O	F	C
Push/Pull 21-40 lbs.		X			Very Hot or Cold Temperatures			X	
Push/Pull 41-100 lbs.		X			Exposed to High Places		X		
					Exposed to Hazardous Conditions		X		
					Exposed to Disease or Infections	X			
					Sounds, Noise Levels Are Distracting or Uncomfortable		X		
					Exposed to Whole Body Vibration		X		
					Operating Vehicles, Mechanized Devices, or Equipment			X	

Key:

N – Never

O – Occasionally; 1-33% of time

F – Frequently; 34-66% of time

C – Constantly; 67-100% of time