

**Job Title:** Assistant Project Manager  
**Reports To:** Vice President

**Purpose:**

The role of the assistant project manager is to assist a project team in managing scope, budget, and schedule throughout the duration of a project.

**Duties & Responsibilities**

- Construction document management
- Owner communications & progress meeting updates
- Plan distribution and field communications
- RFI documentation and tracking
- Submittal review coordination
- Punch List Preparation and Coordination
- Gantt chart generation and distribution
- Schedule management
- Estimating and takeoffs
- Change order management
- Monthly review of job cost reports

**Preferred Qualifications, Skills & Experiences**

- Bachelor's Degree
- Experience in the construction or engineering field
- Strong organization and communication skills
- Familiarity with variety of technology such as Excel, GoogleDocs, Bluebeam, PlanGrid, etc.

**Working Environment:**

- 75% office / 25% field
- Working hours are Monday-Friday, 8:00am – 5:00pm
- Travel requirements include day trips for overseeing job sites