
Assistant Project Manager

Department: Office Staff

Job Status: Full-time

FLSA Status: Non-exempt

Reports To: All project managers

Work Schedule: Monday-Friday 7:00 am-4:00 pm

Positions Supervised: N/A

POSITION SUMMARY

The Assistant Project Manager is responsible for assisting the other project managers with their project documentation and communications. This includes proficiency with communication and the technology used daily to ensure effective workflow. CAD/Revit skills are strongly preferred. This position presents the opportunity to develop into a higher-level project manager.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

- Ability to learn company processes and follow directions
- Ability to support other project managers and work closely with colleagues to complete tasks
- Use Microsoft Office Products to complete day-to-day tasks including the creation of project documents and spreadsheets
- Work with Autodesk products to create drawings and other models
- Communicate effectively with field staff, office staff, customers, vendors, subcontractors, and other team members

SKILLS & ABILITIES

Education: Associate's degree in CAD or drafting or at least one year of CAD or drafting experience is preferred. Experienced construction professionals interested in stepping into a drafting position would also be considered.

Computer Skills: Working knowledge of Outlook, Excel, Word, and Autodesk products required. Ability to learn various trade-specific software.

Other Requirements

- Strong written and verbal communication skills
- Reliable, strong work ethic, team player, self-motivated
- Ability to work independently and as part of a team
- Ability to multi-task and prioritize efficiency
- Strong organizational skills
- Ability to maintain a positive attitude under pressure
- Ensure a high degree of detail & focus on every job
- Strive to find ways to improve current procedures and efficiency



Supervisor Signature: _____ Date: _____

Other (owner, president) Approval: _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this position description and/or assign tasks for the employee to perform as the company may deem appropriate.