



Job Description

Job Title: Assistant Project Manager

Department: Construction Department

Reports To: Director of Finance and Administration

Job Summary:

The Assistant Project Manager's responsibility includes but not limited to the following:

- Request and review project submittals from subcontractors to submit to project architects for approval.
- Gathers, compiles, tracks, and reports on information relevant to project assignment from multiple sources
- Prepare project documentation and correspondence in proper format and written in accordance with company guidelines
- Assist project manager in all facets of construction for assigned projects.
- Compiles, reviews, and analyzes data
- Submit necessary RFI's and project documentation
- Assist in development and assembly of close out documents (as-built drawings, operating manuals, shop drawings, guarantees)
- Maintain accurate Change Order Log and track review/approval by architect and owner.
- Responsible for continuously expanding and updating professional knowledge and training skills to enhance individual and team innovation and productivity.
- Performs other duties as needed

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.