

## Assistant Project Manager

Primary Job: Support project managers as requested on all job-related activities.

### Job description

- Prepare subcontractor bid packages
- Schedule and coordinate subcontractor walkthroughs and collect bids
- Perform material take-offs
- Attend site meetings and help prepare meeting agendas and minutes
- Generate project schedules and update as required
- Assist in preparation of budget updates, financial reporting, and change orders
- Maintain open and frequent communication with the job PM and site supervisor as required
- Assist in obtaining project permits
- Assist with material and job-related buyouts
- Help project managers manage customers, architects, and designers, as requested
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### Job requirements:

- Interest in high-quality residential construction
- Ability to interface effectively with customers, architects, subcontractors, suppliers, inspectors, and employees to move projects forward
- Good organizational skills
- Comfortable with web-based technology
- Car and driver's license

### S+H:

- Positive work environment
- High-quality work product
- Respected in the industry