



Assistant Construction Project Manager

Position Summary

The Assistant Construction Project Manager will oversee and coordinate all of the administrative aspects of one or more projects from permits through completion. This is a critical project support position with various responsibilities that support our construction leaders to complete our customers' projects safely, accurately, and at the highest quality.

This position is required to work in the Annapolis, MD office location. However, some flexibility of working remotely can be discussed after 90 days of full-time employment and when the new hire training has been fulfilled.

Essential Duties and Responsibilities

- Review and thoroughly understand the entire project scope with the Project Manager
- Obtain bids from Contractors (HVAC, Electrical, and Plumbing)
- Administer work orders or schedule employee assignments
- Maintain documentation on personal inspections and project flow
- Assist in preparing purchase order requests for trades for any additional work performed
- Maintain Project Schedule and inform the team of deadlines & changes
- Document & prepare pricing for Change Orders & Budget Adjustments
- Communicate labor hours for all work phases to the Project Manager regularly
- Review manpower needs and, approve and code invoices & review timesheets weekly
- Develop, distribute, and track all correspondence related to the project documents – subcontract agreement and exhibits, drawings, specifications, addenda, bid RFI responses, bid qualifications, etc
- Review and processes documentation for project commitments (i.e. Agreements, Contracts, Work Authorizations, Purchase Orders)

Qualifications (Knowledge, Skills, & Abilities)

- Experienced in understanding and managing project quality, schedule, and budget expectations
- Highly organized and detail-oriented
- Excellent written and verbal communication skills for clearly & effectively

communicating with Production Manager, Project Managers, Contractors, Clients, and Designers

- Knowledge of high-end residential construction methods & materials
- Proficient in using the Google Suite
- Ability to be a team player performing various production support tasks

Education and Experience Requirements

- 1-2 years of project support experience in a fast-paced environment
- Knowledge of residential construction is preferred

Other Requirements

- Ability to travel to job sites and vendor locations in Annapolis, Maryland, and surrounding areas 5-10% of the time