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# Example of Construction Assistant Project Manager Job Description

Our growing company is looking for a construction assistant project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for construction assistant project manager

* Solicit price quotes from subs and suppliers
* Prepare job costing reports
* Assist in the project closeout process
* Understand the terms and scope of the contract as it applies to the project​
* Help facilitate subcontractor activities under direct supervision
* Track material, production, and project costs and provide documentation to PM
* Assist PM with federal/state agency correspondence and reporting
* Maintain project schedule tracking for PM
* Attend construction related meetings to support project related functions
* Basic estimating, take‐offs, solicit quotes

## Qualifications for construction assistant project manager

* Experience with construction estimations/bids/proposals
* Experience in Construction/Concrete industry
* Basic QuickBooks knowledge for use of P.O's, Invoices, and Sales Orders
* Candidate must be proficient with operating computer software
* Minimum of High School Diploma or equivalent Bachelor’s Degree in Construction or Engineering preferred
* Bachelors degree in Architecture, Engineering, Construction Management, Building Maintenance, or relevant experience