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# Example of Construction Assistant Project Manager Job Description

Our company is growing rapidly and is hiring for a construction assistant project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for construction assistant project manager

* Enters, tracks and reviews contracts and purchase orders, shop drawings, submittals and insurance certificates
* Creates and updates vendor and subcontractor contact log
* Prices and creates Proposed Change Orders
* Submits, tracks responses and issues Requests for Information
* Submits proper documentation for building permits and follows through to ensure permits are issued
* Plans revision submissions to municipality
* Follows up on contracts, insurance certificates, insurance discrepancies and contract modifications with company legal counsel
* Communicates with subcontractor to address and resolve any outstanding or current issues
* Assists with project schedule narratives
* Takes weekly video and progress photos for distribution to Project

## Qualifications for construction assistant project manager

* 5+ years of experience in the New York Construction Market, with Facilities and/or School Construction/Project Management experience
* Project oversight, document review, inspection, QA/QC, contractor supervision and coordination
* Willingness and ability to occasionally work evening and weekend hours
* 1-3 years experience in a construction related role or internship preferred
* 1+ years proven project management experience preferred
* Proven experience managing contractor relationships preferred