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# Example of Construction Assistant Project Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* Sets up coordination meetings with Subcontractors and distributes revised drawings
* Writes descriptions for purchase orders and subcontract requests
* Obtains, tracks and maintains subcontractor warranty certificates
* Obtains information for and assembles close out manuals
* Assists Project Manager with any additional duties
* Build and maintain relationships with superintendents
* Develop comprehensive objectives and a plan and keep organized in tracking progress
* Communicate clearly with teammates and upper level management throughout projects
* Work alongside Project Manager and learn from on-site onboarding program
* Assist in budgeting and allocating resources for various projects

## Qualifications for construction assistant project manager

* Experience with estimating and plan review software preferred
* Wood frame construction knowledge and analytical skill a plus
* Knowledge of CAD and BIM software preferred
* Knowledge and ability in project planning and cost estimating
* Ability to travel to various job sites
* Willingness to work long hours, nights, weekends and holidays when necessary