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# Example of Construction Assistant Project Manager Job Description

Our company is growing rapidly and is looking to fill the role of construction assistant project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for construction assistant project manager

* Stay organized and on track to ensure projects stay on the schedule and within the budget
* Manage all phases of projects including estimating, purchasing, permitting, coordinating schedules, supervising construction, and ensuring quality control and project close out
* Monitor development and construction schedules to ensure timely procurement and installation of owner vendor items
* Continuously monitor owner vendor cost to ensure consistency with negotiated pricing
* Project initiation, planning, execution, controlling and closing out the project
* Site Management , Client development and managing Customer / clients
* Tender support for local Projects
* Technical Interpretation/ Translation
* Ensure contractual documentations are followed on time with respect to milestone completion
* Prepare and update the project risk register

## Qualifications for construction assistant project manager

* Under direct supervision manage a small project, or one phase of a large project
* Implement an established project plan
* Lead safety efforts including preparation and compliance with approved safety plan
* Analyze project requirements and perform calculations or writes reports and completes deliverables
* Coordinate the activities of outside contractors to ensure they are integrated into the project and the firm receives satisfactory standards of service
* Estimate the costs, resources, and time required to complete the assigned phase of a project and monitor activities, allocate resources and assign tasks to ensure these targets are met