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# Example of Construction Assistant Project Manager Job Description

Our company is looking to fill the role of construction assistant project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for construction assistant project manager

* Responsible for Initiating CSR works in consultation with corporate team
* Construction document management
* Submittal review and tracking
* Assist on internal and external project risk reviews
* Attend and participate in project and corporate meetings as needed
* Develop relationships with Client so as to provide additional value thru cross-selling best services mix
* Grow and develop talent on the project team thru leadership, mentorship and example
* Verify time on time cards and track weekly construction progress
* Ensure self-perform work is properly cost coded
* Assist/Manage projects from inception through turnover/warranty period

## Qualifications for construction assistant project manager

* Innovative spirit and ability to multi-task
* Conduct project meetings and prepare regular reports to communicate the status of the project within and beyond the project team
* Submits project deliverables to client as per contract scope and schedule
* Responsible to deliver work within approved budget
* Bachelor’s degree in technical discipline practices by the Firm including Engineering, Environmental Science or Geology and a minimum of 2 years’ related experience
* Passion to “get things done”