



Example of Assistant Project Manager Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of assistant project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant project manager

- Participate in progress meetings to monitor the Contractor's construction, quality control, testing, and schedule
- Make visits to site to audit and oversee construction, installation, and testing activities
- Develop tools to track construction deficiencies
- Support project procurement actions by conducting budget analyses, budget adjustments, initiate and prepare Purchase Requisitions
- Prepare monthly construction progress reports
- Writing project management documentation such as Project Execution Plans, Quality Plans, Health and Safety Plans, Stakeholder Management Plans
- Contract administration and interfacing with the legal team
- Support Project Managers with the delivery of complex projects in the built environment
- Assist with the management/reporting requirements and the delivery of the project to the required standard, on time and within budget
- Work with clients and contractors with a diverse range of objectives in the definition of a successful project

Qualifications for assistant project manager

- At least 4-5 years of experience in high-end residential interior design
- Must have a background in project management and budgeting

- Ability to travel is desired
- Degree in Project Management or suitable equivalent
- Willingness to work towards PMP certification