

Example of Assistant Project Manager Job Description

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Our innovative and growing company is looking for an 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

- Serves as company liaison with client contacts contracted construction resources
- Review all drawings and specifications for construction conflicts
- Review project plans, project schedules, and monthly reports and provide recommendations and advice to Project Manager
- Evaluate contractor change requests and recommend action
- Prepare field report of each visit and document observed work and any deficiencies identifies
- Observe work operations for compliance with applicable safety regulations
- Develop tools to track testing progress and all client witnessing of testing
- Develop plans and procedures to document and standardize client project administration activities
- Train project personnel on developed plans, procedures, and administrative tools
- Participate in quality audits and follow up on non-conformances to make sure root cause is identified and corrective actions to prevent recurrence are implemented

Qualifications for assistant project manager

- Degree in a construction related technical or management subject
- A relevant construction qualification

combination of education and experience

- Willingness and ability to be site based
- Proven track record dealing with multiple contractors
- Control of costs