



## POSITION DESCRIPTION

### Assistant Project Manager

#### **Purpose:**

The Assistant Project Manager is responsible and accountable for assisting the project manager with collecting the data needed to run each project effectively.

#### **Reports to:**

Project Manager

#### **Job Duties:**

1. **Project Scheduling:** Collecting data needed to initialize scheduling based on recent project metrics. Perform routine schedule updates as directed by the PM to include the integrated project schedule for all projects.
  - A) Baseline
  - B) Update
  - C) Adapt
2. **Budget Tracking:** Assisting and getting all data together to monitor the status of the project to update the project cost and managing the changes to the cost baseline.
  - A) Job cost data
  - B) Cash flow- Draft payment applications
  - C) Purchase order log
  - D) Change order log
3. **Customer Service and Support:** Assisting with meeting the needs of the customer or exceeding the customers expected experience.
  - A) Communication
  - B) Service Log-Updates
4. **Quality Control:** Assisting with identifying the cause of poor process or product quality and recommending and/or taking action to eliminate them. Assist in enforcing the policies and procedures needed for planning, developing, managing, documenting and executing and the project.
5. **Contract Review:** Assisting with collecting all data for scope developments.
  - A) Develop scope
6. **Specification Review:** Assisting with assuring that project requirements desired by the client are met or exceeded.
  - A) Documentation
  - B) Submittal logs, and Submittals





- C) RFI with log
- D) RFQ with log
- E) Addendums with log

7. **Daily Management of the Job Site and Sub-Contractors** in PM’s absence.

8. **Defining Scope of work Sub-Contractors** – Initialize contact with potential subcontractor solicit and collect quotes based on defined scope.

**Requirements:**

- Proven working experience in construction project management
- Ability to plan and see the “BIG PICTURE”
- Possesses above average communication skills both written and oral
- Ability to multitask, prioritize and manage time efficiently
- Proficient with Microsoft Office, Microsoft Project and Project management software
- Working knowledge of AIA document G702 & 703
- Self-motivated and self-directed
- Team Oriented

**Signatures:**

This job description has been approved by all levels of management.

President: \_\_\_\_\_

HR: \_\_\_\_\_

Dept Head: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

*This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions.*

