



## Assistant Project Manager

### Job Summary:

We are seeking a highly motivated and detail-oriented Assistant Project Manager to join our team. The ideal candidate will assist in the management of construction casework and millwork projects from inception to completion, ensuring that projects are delivered on time, within budget, and to the required quality standards.

### Responsibilities:

- Assist in project estimating.
- Design projects using AutoCAD LT
- Management of all project submittals.
- Assist in project shop drawings using AutoCAD LT software.
- Assist in the designing, planning, coordination, and execution of construction projects, including site management.
- Review and interpret blueprints and other construction documents to identify potential issues and develop solutions.
- Coordinate and communicate with project team members, including contractors, subcontractors, and suppliers.
- Use specific software such as Microsoft Office, Bluebeam, and AutoCAD LT to manage projects.

### Qualifications:

- Proven experience in construction project management, including construction site management and project coordination.
- General knowledge of project management principles, including project scheduling, budgeting, and resource allocation.
- Familiarity with construction management software, such as Microsoft Office, Bluebeam, and AutoCAD LT.
- Strong understanding of construction methods and materials.
- Ability to read and interpret blueprints and other construction documents.
- Excellent organizational and communication skills.
- Ability to work in a fast-paced environment and prioritize multiple tasks and projects.
- Experience in cabinetry and millwork is an asset.
- Ability to build strong relationships with team members, contractors, and subcontractors.

**Requirements:**

- 1-2 years using AutoCAD LT 2020 or newer version.
- 1-2 years construction related experience.

**Future Advancement Opportunities:**

- This assistant project manager role will train and grow into a full project manager position over 2-3 years. Timeframe based upon candidate experience and development within the position.

**Job Type: Full-time**

**Pay:** \$42,000.00 - \$52,000.00 per year

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Opportunities for advancement
- Paid time off
- Vision insurance

**Schedule:**

- 8-hour shift
- Monday to Friday
- Overtime

**Experience:**

- Construction: 1 year (Required)
- AutoCAD: 1 year (Required)

**Work Location:** In-Person (Matthews, NC)