



ASSISTANT PROJECT MANAGER

JOB DESCRIPTION

JOB TITLE: ASSISTANT PROJECT MANAGER

SALARY/HOURLY: DEPENDING ON EXPERIENCE

PAYROLL STATUS: EXEMPT

Assistant Project Manager

We have an immediate opening for an assistant Project Manager. This is a commercial construction company with an office located in Kamiah ID. You must be able to work at the office location as this is not a remote position.

An ideal candidate is bright, proactive individual with strong work ethic, attention to detail, and excellent organization skills. We are happy to provide initial training and coaching, but we do require background and working knowledge in residential/commercial construction.

Responsibilities and Qualifications:

- Assist Project Managers with bidding, submittals, RFIs, draft contracts, meeting notes, specifications and othertasks as assigned
- Coordinating with Vendors and Subcontractors
- Excellent communication skills both oral and written
- Proven attention to detail and problem-solving skills
- Proficient in Microsoft Office Suite (especially Word and Excel)
- Experience working with Adobe and pdf documents
- Ability to read blueprints/drawings
- Good understand of Specs
- Comfortable with cloud-based platforms and digital communication (Zoom, Dropbox, Teams, ClickUp)
- Resourceful and creative
- Ability to work independently with little direction
- Motivated self-starter
- Construction experience

Benefits: (waiting periods apply)

- Health Insurance
- Dental & Vision Insurance
- Retirement plan