Position: Assistant Project Manager

**Assistant Project Manager Job Description**

Report to: Head of Production

Position Responsibilities:

* Collaborate with Project Manager
* Complete Buildertrend logs and pictures
* Responsible for material ordering
* Responsible for routine inspections
* Managing change orders
* Setting up meetings
* Follow up phone calls for open items
* Material delivery and return
* Ordering dumpsters and port-a-john
* Responsible for ensuring all field paperwork is updated and accurate
* Non-critical jobsite visits
* Log hours in Buildertrend
* Attend weekly PM L10 meeting
* Payne & Payne culture infusion with trade partners
* Log their purchases in Builder Trend

Skills needed: Associates Degree in related field or 1-3 years of relevant experience, organized, Buildertrend experience, strong communication skills (both oral and written), strong customer service skills