

# Construction Assistant Project Manager Job Description

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- Proper planning of projects, scheduling, and coordination
- Creating, managing, and adequately supervising the project budget for all assigned projects
- Ensuring the safety and welfare of all subcontractors and laborers on site
- Resolution of issues or problems involving material delivery, contract administration, and labor disputes
- Management of tools, equipment, and vehicles
- Management of critical subcontractors and construction project managers
- Adequate and efficient forecasting and management of budgets
- Collaboration with project teams to facilitate on time and budget delivery
- Researches and compiles information about licenses and permits needed for a certain job
- Providing recommendations to the construction project manager or clients on several issues.