

Job Title: Assistant Project Manager
Reports to: Project Manager
FLSA: Hourly, Non-exempt
Location: Fort Worth, TX

Summary:

The Assistant Project Manager (APM) supports the Project Manager in managing projects to ensure they are completed on time and within budget. The APM serves as the primary point of contact for customers, design staff, purchasing, production, accounting, and management.

Responsibilities:

- Review and approve project-related documents
- Monitor project timeline and coordinate with all parties involved
- Perform Quantity Take-Offs (QTO) and generate cost estimates and Bills of Materials (BOM)
- Track project costs and report vs. budget

Requirements:

- Bachelor's degree or working towards a degree
- Completion of Project Management Certificate Program or equivalent experience
- Ability to interpret blueprints and construction specifications
- Strong analytical ability and communication skills Skilled with MS Excel, MS Word, AutoCAD, contact/email, productivity, and scheduling software programs.
- Architectural Drafting, Plan reading, and AutoCAD experience are a plus.

Other Duties:

The job may include other duties as assigned by the Project Manager.

Work Environment:

The APM generally works in an office setting but is also required to review work in progress in a manufacturing environment. The APM is sometimes required to make on-site visits.

Physical Demands:

Ability to sit for extended periods of time. Occasional light lifting may be necessary.