



Job Title: Assistant Project Manager

Reports To: Director of Construction

Job Summary:

Come be a part of a growing and exciting team of individuals in a diversified and successful company. Bluestone Partners, LLC is seeking an Assistant Project Manager for our Sherman or Colleyville office. The Assistant Project Manager is responsible for supporting a Project Manager in directing the completion and financial outcome of multiple construction projects. Project assignments vary from commercial interior finish-outs to ground-up commercial construction.

Responsibilities:

- Assist the Project Manager in all phases and aspects of the project
- Secure subcontractors and maintain accurate logs
- Work to obtain all necessary permits as requested by the Project Manager
- Track expenses versus budget
- Manage quality control checklist
- Arrange pre-construction items
- Maintain positive vendor and client relationships
- Ensure project adheres to set schedule and is meeting goals of the client

Skills/Qualifications:

- 2+ years of experience in construction project management
- Proficient in Microsoft Office and general computer skills
- Organized and detail-oriented
- Excels in a high-paced work environment
- Strong communication skills both oral and written
- Ability to multi-task effectively
- Self-starter who works well independently
- Resourceful, innovative, and proactive while working under deadlines