



Assistant Project Manager **Commercial Construction (Entry-Level)**

GENERAL DESCRIPTION

Fowler & Hammer is seeking an Assistant Project Manager to support the planning and execution of commercial construction projects. This is an entry-level role ideal for candidates with a Bachelor's degree in Construction Management who are looking to grow into a Project Manager position.

The Assistant Project Manager works closely with Project Managers, Superintendents, subcontractors, and clients to help deliver projects on time, within budget, and to Fowler & Hammer's standards for quality and safety.

RESPONSIBILITIES:

- Assist Project Managers with daily project administration
- Support project startup, including document setup and organization
- Maintain project logs (submittals, RFIs, change orders, etc.)
- Track and follow up on outstanding items
- Manage submittals and RFIs
- Assist with budget tracking and cost control
- Support subcontractor buyout and contract issuance
- Help review pay applications and lien waivers
- Assist with project scheduling and coordination
- Communicate with subcontractors and vendors
- Maintain organized project files
- Assist with project closeout documentation

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QUALIFICATIONS:

Required:

- Bachelor's degree in Construction Management or related field
- Strong organizational and time management skills
- Effective written and verbal communication
- Proficiency in Microsoft Office

Preferred:

- Internship or experience in commercial construction
- Familiarity with Procore, Bluebeam, or similar software
- Basic understanding of construction documents

WORK ENVIRONMENT:

- Combination of office and jobsite work
- Regular interaction with field staff and subcontractors
- Local travel to job sites as needed

CAREER PATH:

This position is designed as a growth role with a clear path to Project Manager. Fowler & Hammer is committed to developing employees through hands-on experience and mentorship.

COMPENSATION:

- The Assistant Project Manager position is local, permanent and full-time.
- Fowler & Hammer Inc. offers a competitive salary commensurate with experience and exceptional benefits including medical and dental insurance, 401K, vacation time and paid holidays.

Fowler & Hammer Inc. is an Equal Opportunity Employer.

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