

Assistant Project Manager

Location: Hartselle, Alabama

Company: Limestone Building Group

Limestone Building Group is seeking a motivated **Assistant Project Manager** to support the planning and execution of commercial construction projects from preconstruction through completion.

This role is designed as a **development position**, giving candidates hands-on experience in construction project management while working alongside experienced Project Managers and Superintendents. The Assistant Project Manager will help coordinate project documentation, schedules, budgets, and communication to ensure projects are delivered **on time, within budget, and to the highest quality standards**.

Key Responsibilities

Project Planning & Coordination

- Assist with coordinating project activities from preconstruction through completion
- Review project plans, specifications, and drawings to understand project requirements
- Help organize project documentation, including plans, schedules, contracts, and bid materials
- Support project kickoff meetings and maintain meeting notes and action items

Project Execution

- Assist in coordinating communication between architects, engineers, subcontractors, and vendors
- Monitor project schedules and track milestones
- Assist with RFIs, change orders, and project documentation
- Support coordination between Project Managers and Superintendents regarding job site progress
- Participate in site visits and project meetings to gain field experience

Budget & Cost Tracking

- Assist with tracking project costs and maintaining cost logs
- Support the preparation of monthly accounting packages and pay applications
- Help monitor project budgets and report potential cost concerns to the Project Manager

Team Collaboration

- Work closely with Project Managers, Superintendents, and internal departments to support project execution
- Participate in internal meetings and track follow-up tasks
- Support a culture of collaboration, professionalism, and accountability within the project team

Quality & Safety

- Assist in maintaining Limestone Building Group's standards for **proven quality and uncompromising safety**
- Support documentation related to quality inspections and safety observations

Client & Stakeholder Support

- Assist with preparation for Owner-Architect-Contractor (OAC) meetings
- Support the communication of project updates and documentation
- Help maintain professional relationships with clients, subcontractors, and project partners

Qualifications

- Experience in construction project coordination, assistant project management, or related roles preferred
- Understanding of construction processes, drawings, and specifications
- Strong organizational and communication skills
- Ability to manage multiple tasks and priorities in a fast-paced environment
- Proficiency with construction management tools such as **SmartBuild or Microsoft Project** is preferred

Physical Requirements

This role requires the ability to lift **up to 30 pounds**, sit for extended periods, and **travel to job sites as needed**.

Our Core Values

At Limestone Building Group, everything we do is guided by our commitment to:

- **High Trust**
- **Proven Quality**
- **Uncompromising Safety**
- **Successful Collaboration**
- **Effective Communication**

Interested in joining our team?

Submit your resume to learn more about becoming part of the Limestone Building Group team.