

Assistant Project Manager Employment Application

Premier Construction and Management, LLC

Position: Assistant Project Manager

Employment Type: Full-Time

Applicant Information

Full Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Date Available to Start: _____

Desired Pay: _____

Work Schedule

This position operates on a rotating four-day work week.

Please confirm you are available for the following schedule:

☐ Monday – Thursday (Rotation)

☐ Tuesday – Friday (Rotation)

☐ Yes, I understand and can work this schedule.

Driver Qualifications

Do you possess a valid driver's license?

☐ Yes ☐ No

State: _____

License Number: _____

Have you had any moving violations in the past 3 years?

☐ Yes ☐ No

If yes, explain:

Experience

Please check all areas you have experience in:

- ☐ Residential Remodeling
- ☐ New Construction
- ☐ Vinyl Siding
- ☐ Hardie Siding
- ☐ Deck Construction
- ☐ Fence Installation
- ☐ Roofing
- ☐ General Carpentry
- ☐ Project Coordination
- ☐ Customer Service
- ☐ Reading Blueprints
- ☐ Material Ordering
- ☐ Scheduling Subcontractors
- ☐ Quality Control
- ☐ Microsoft Office
- ☐ Google Workspace
- ☐ Construction Management Software

Other Experience:

Employment History

Employer:

Position:

Dates Employed:

Reason for Leaving:

Responsibilities:

Employer:

Position:

Dates Employed:

Reason for Leaving:

Responsibilities:

References

Reference #1

Name:

Relationship:

Phone:

Reference #2

Name:

Relationship:

Phone:

Background Screening

Employment is contingent upon successfully passing:

☐ Criminal Background Check

☐ Drug Screening

☐ Motor Vehicle Record Check

I understand these are conditions of employment.

Applicant Initials: _____

Certification

I certify the information provided is true and complete. I understand false information may result in denial of employment or termination.

Applicant Signature: _____

Date: _____

Assistant Project Manager Job Description

Premier Construction and Management, LLC

Position Summary

Premier Construction and Management, LLC is seeking a motivated and experienced **Assistant Project Manager** to support the planning, coordination, and execution of residential and commercial construction projects. This position works directly with Project Managers to ensure projects are completed safely, efficiently, on time, and within budget.

Schedule

- Full-Time
- Rotating 4-day work week:
 - Monday–Thursday
 - Tuesday–Friday
- Occasional overtime as needed

Benefits

- Company vehicle provided during working hours

- Competitive pay based on experience
- Opportunity for advancement
- Paid training
- Professional growth within a rapidly expanding company

Responsibilities

- Assist Project Managers with daily project operations.
- Coordinate subcontractors and in-house crews.
- Schedule deliveries and inspections.
- Conduct job site inspections for quality and safety.
- Meet with homeowners and customers as needed.
- Verify work is completed according to plans and company standards.
- Assist with material takeoffs and ordering.
- Maintain project documentation and daily reports.
- Resolve job site issues promptly.
- Ensure projects remain on schedule and within budget.

Required Qualifications

- Valid driver's license with acceptable driving record.
- Ability to pass a drug screening.
- Ability to pass a criminal background check.
- Strong communication and organizational skills.
- Ability to multitask in a fast-paced environment.
- Professional appearance and positive attitude.

Preferred Experience

Applicants should have working knowledge of:

- Residential remodeling
- New construction
- Vinyl siding
- Hardie siding
- Deck construction
- Fence installation
- General construction practices
- Blueprint reading
- Material estimation
- Scheduling and coordinating crews
- Customer service

Physical Requirements

- Ability to lift up to 50 pounds.
- Ability to walk uneven terrain and active construction sites.
- Ability to climb ladders and stairs.
- Ability to work outdoors in varying weather conditions.

Join Our Team!

If you're looking for a long-term career with opportunities for advancement in a growing company, we'd love to hear from you.

Premier Construction and Management, LLC

Office: [423-889-1114](tel:423-889-1114)