



Job Title: Project Manager Assistant

Location: 1418 Cedar Post Ln Houston, TX 77055

Job Type: Full-Time

Company: Craftsmanship By John, Inc.

About Us:

Craftsmanship By John, Inc. is a leading residential construction company dedicated to delivering high-quality projects on time and within budget. We pride ourselves on our skilled team, exceptional customer service, and commitment to excellence.

Job Overview:

We are seeking a motivated and detail-oriented Project Manager Assistant to support our Project Managers in overseeing ongoing construction projects. The ideal candidate will assist with project coordination, material delivery, and site inspections to ensure everything runs smoothly.

Key Responsibilities:

- Assist the Project Manager in planning and coordinating project schedules and timelines.
- Conduct regular site visits to check on project progress and report updates.
- Help coordinate the delivery of materials and equipment to construction sites.
- Liaise with subcontractors, suppliers, and team members to ensure effective communication and collaboration.
- Maintain project documentation, including timelines and budgets.
- Assist in problem-solving and troubleshooting any onsite issues that arise.
- Participate in project meetings and prepare meeting notes, agendas, and action items.

Qualifications:

- High school diploma or equivalent; a degree in construction management or a related field is a plus.
- Previous experience in construction or project management is preferred.
- Strong organizational and time management skills.
- Excellent verbal and written communication abilities.
- Proficiency in Microsoft Office Suite and construction management software.
- Ability to work independently and as part of a team.
- Valid driver's license and reliable transportation.

What We Offer:

- Competitive salary and benefits.
- Opportunities for growth and advancement within the company.
- A collaborative and supportive work environment.

How to Apply:

If you are passionate about construction and project management and want to join a dynamic team, we would love to hear from you. Please submit your resume and a cover letter to accounting@craftsmanshipbyjohn.com with the subject line "Project Manager Assistant Application."