



<https://descotoinc.com/job/assistant-project-manager/>

Assistant Project Manager

Description

POSITION SUMMARY

Provides support to Project Manager and/or Senior Project Manager with coordinating design and project management, including direct liaison with the owner, designers, and contractors regarding cost, schedule, quality, safety, and contract administration. Applicant must have general construction experience and with an understanding of building systems including mechanical, electrical, foundation and building envelope, preferred. The position reports to the team's senior leadership (Project Manager, Senior Project Manager, Deputy Project Director, Project Director).

This position will require a combination of remote work, on-site facility assessments, end-user meetings and on-site construction management of general contractors and subtrades. The successful candidate will be required to have a valid driver's license and vehicle to conduct local site observations visits. Travel is limited to within the Chicago metropolitan area. Position will also require successful clearance of a criminal background check, as required by the client.

Responsibilities

POSITION FUNCTIONS, DUTIES, AND RESPONSIBILITIES

- Assists the Project Management team with management administration on a small to moderate size and scope project, or a portion of a larger, more complex project, following set guidelines for tasks.
- Employee receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy and adherence to instructions. Employee consults with supervisor on matters not covered in the original instructions.
- May interface with design team.
- May assist with and monitor change orders
- May assist with and review financial reporting
- Review project costs and scheduling to ensure completion of project within budget and in conformance with contract
- Work with document control systems, project management systems and other software or databases to keep information flow up-to-date and accurate.
- Attend meetings and report on project tasks as needed.

Qualifications

POSITION REQUIREMENTS

- Bachelor's degree Construction Engineering, Civil Engineering, Construction Management, or other related field or demonstrated equivalency of experience and/or education plus two (2) years of relevant construction experience.
- Experience working for a large general contractor or construction manager.
- Thorough knowledge of project engineering and construction project management documentation.
- Experience supporting large projects and organizing documentation for construction teams.
- Microsoft Office proficiency (Word, Excel, Outlook), as well as exposure to other

Hiring organization

d'Escoto Inc

Employment Type

Full-time

Job Location

55 W Van Buren St, Chicago, IL 60605

Base Salary

\$ 70,000 - \$ 85,000

Date posted

March 3, 2026

construction-based computer programs including Adobe Acrobat and Bluebeam.

- Ability to travel to client sites for site inspection and project oversight. Valid driver's license and vehicle to conduct local site observations visits.
- The ability to use or learn various types of design/project management software such as: AutoCAD, BIM, Primavera 6, Procore and program management information systems such as e-Builder.
- Excellent organizational, analytical, written, and verbal communication skills
- This position may require the candidate to make site observation visits within secure and restricted facilities. Candidate must be able to satisfy the client's background and security clearances.

Job Benefits

COMPENSATION & BENEFITS

- Competitive base pay (\$70,000 to \$85,000 per year)

The exact starting compensation to be offered will be determined at the time of selecting an applicant for hire, in which a wide range of factors will be considered, including but not limited to, skillset, years of applicable experience, education, credentials and licensure, as applicable.

- Medical, dental, and vision coverage plan options
- Company paid life insurance and short-term/long-term disability
- 401k plan with and employer safe harbor match
- Paid time off
- Paid company holidays
- Professional development assistance, licensure, and professional membership reimbursement
- Pre-tax commuter benefit
- Voluntary life and accident insurance
- Voluntary Critical Illness, Accident and Hospital Indemnity insurance
- Pet Insurance
- Identity Theft Protection