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ASSISTANT PROJECT MANAGER

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Relational, Intuitive, Catalytic, Responsible, and Improving.

The Assistant Project Manager collaborates closely with project managers and stakeholders to ensure successful planning, coordination, and execution of construction projects. This role requires strong organizational skills, technical proficiency, and the ability to thrive in a fast-paced environment.

POSITION TYPE AND COMPENSATION:

- Position: Full-time Salary
- Pay Range: \$60,000 - \$75,000

ASSISTANT PROJECT MANAGER QUALIFICATIONS:

- **Experience:** Bachelor’s degree in Construction Management (or similar) or related field experience
- **Project Management:** Proven experience as a construction project engineer, assistant project manager, or similar role in commercial construction projects. Strong understanding of construction methods, materials, and industry standards.
- **Leadership:** Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- **Communication:** Effective communication skills, both verbal and written, to interact professionally with internal teams and external stakeholders.
- **Problem Solving:** Detail-oriented with strong analytical and problem-solving abilities.
- **Technology:** Proficiency in project management software (e.g., Procore, Bluebeam, Primavera, Microsoft Project) and Microsoft Office Suite.

CORE VALUES ALIGNMENT:

- **Catalytic:** We move things forward with energy and initiative. We bring drive, urgency, and a “whatever it takes” mindset.
- **Improving:** We pursue growth relentlessly — in skills, systems, relationships, and outcomes.
- **Intuitive:** We see context, grasp complexity, and make decisions guided by insight, candor, and integrity.
- **Relational:** We value people deeply. We lead with empathy, listen well, speak with candor, and practice hospitality in how we work and serve.
- **Responsible:** We do what we say, finish what we start, and carry the weight with integrity.



ASSISTANT PROJECT MANAGER PRIMARY AREAS OF FOCUS:

- **Resource Management:** Coordinate and manage resources such as materials, equipment, and personnel. Ensure that resources are used efficiently and effectively to meet project goals.
- **Budget and Cost Control:** Prepare and manage project budgets. Monitor expenditures, forecast percent complete, and ensure that projects are completed within financial constraints. Handle invoicing and manage financial documentation.
- **Scheduling:** Develop and maintain project schedules. Track progress and adjust as needed to ensure that project milestones and deadlines are met.
- **Contract Management:** Manage contracts and ensure that subcontractors and suppliers comply with contractual terms and conditions. Manage change orders and address any contract-related issues.
- **Quality Control:** Ensure that all proposed materials and equipment to be placed on projects meets or exceeds industry standards and project specifications. Implement quality control procedures and conduct regular inspections to address any issues.
- **Safety Compliance:** Enforce safety regulations and ensure that all safety protocols are followed on the job site. Conduct safety audits to maintain a safe working environment.
- **Communication:** Act as the primary point of contact for clients, architects, engineers, and other trade partners. Provide regular project updates, address concerns, and manage expectations.
- **Problem-Solving:** Identify and resolve project-related issues and conflicts. Implement effective solutions to keep the project on track and mitigate risks.

ASSISTANT PROJECT MANAGER BENEFITS:

- Comprehensive benefits package including health insurance, ancillary benefits, retirement plans, and professional development opportunities.
- Opportunity to work on diverse and challenging projects with a reputable organization committed to influencing positive change with every project, person, and community.

ASSISTANT PROJECT MANAGER PHYSICAL DEMANDS:

- Ability to navigate construction sites and access areas that may involve climbing ladders, stairs, and uneven terrain.
- Must be able to lift and carry up to 50 pounds of equipment or materials occasionally.
- Comfortable working in varying weather conditions, including heat, cold, rain, and snow.
- Capable of standing, walking, and bending for extended periods.
- Use of personal protective equipment (PPE) such as hard hats, safety glasses, gloves, and steel-toed boots is required.
- Extended periods of sitting and working on a computer.
- Frequent use of a computer keyboard and mouse.
- Visual acuity to read and interpret written communication and data.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

