



Assistant Project Manager - High-End Residential Projects

About the Company

Committed to quality since 1989.

For over three decades, Black Mountain Construction has been delivering projects of exceptional quality and distinction. We believe your residence should reflect yourself and your vision.

Specializing in luxury estates, tower residences, remodels, and high-end retail construction, our experienced team takes great pride in every project we undertake. We are fueled by passion and thrive on the excitement and challenges of each endeavor.

Under the leadership of owner Jeffrey Woods, Black Mountain Construction upholds a commitment to quality and integrity. We believe in responsible and realistic building practices, ensuring the entire construction process is positive and rewarding. Jeff's hands-on management philosophy emphasizes communication and teamwork as fundamental pillars of our approach.

With a wealth of experience in the construction and early project development field, we bring together timeless craftsmanship and innovative expertise. Our dedication to excellence drives us to assemble a precision building team of true professionals and visionaries in architecture, interior design, and engineering. We have relationships with some of the best artisans, craftsmen and vendors from around the world. This collaboration allows us to meet and exceed our client's expectations, creating inspiring and enduring spaces.

Salary Range: \$80 K – 120k

Position Overview

We are seeking a highly motivated Assistant Project Manager to join our team of dedicated professionals. The ideal candidate will have experience working in the construction industry and will be responsible for supporting the Project Manager in delivering successful high-end residential projects on time and within budget.



Essential Job functions

- Assist the Project Manager in project planning, scheduling, and execution.
- Oversee and coordinate project activities, ensuring adherence to project scope, timelines, and budget.
- Communicate project status and updates to the Project Manager and stakeholders.
- Review and approve project deliverables.
- Manage and motivate project team members, including subcontractors and vendors.
- Ensure compliance with safety and quality standards on the job site.
- Assist with project documentation, including contracts, change orders, and other project-related paperwork.
- Attend project meetings and take meeting minutes.
- Perform other duties as assigned by the Project Manager

Required Skills

- Minimum of 3 years residential construction experience
- Working knowledge of all phases of construction, reading plans and ability to lay-out, as well as specifications for all trades.
- Ability to work with tools (hand & power) as needed to expedite project requirements.
- Excellent communication and people management skills
- Strong organizational and time management skills with the ability to prioritize work assignments.
- Strong computer skills with emphasis on Microsoft Office (Excel, Word, Outlook), Microsoft Project, Bluebeam, Procore
- Strong problem solving and troubleshooting skills.
- Must have valid California Driver's license with clean DMV record and be able to pass background check.
- Ability to get along with others under stress and function as a professional team player.



What We Offer

The company offers the following benefits and pays 100% of medical, dental and vision premiums for employees and their dependent for Kaiser HMO plan and a buy-up option for an Anthem PPO plan.

- Medical
- Dental
- Vision
- Life Insurance
- 401K with 4% matching after 6 months of employment
- Paid Time Off of up to 80 hours within a year.
- 10 Paid Holidays
- Fun company events

Why Work with Black Mountain Construction?

We are a team of seasoned professionals with 35 years of experience in the industry. We take immense pride in our work and value the contributions and talents of our most significant assets, our team members. At Black Mountain Construction, we offer recognition, on-the-job training, and opportunities for advancement. If you are a high-integrity individual who shares our business values, we'd love to have you on board.

Black Mountain Construction is an Equal Opportunity Employer and will consider qualified candidates for employment pursuant to the San Francisco Fair Chance Ordinance