



Rock Solid Performance

CBE#L31565072028

Assistant Project Manager – Concrete Construction

Blackwood of DC | Washington, DC

Full-Time | Monday–Friday (hours may vary based on project needs)

About Blackwood of DC

Blackwood of DC is a leading concrete construction company serving the Washington, DC region. Our team specializes in delivering high-quality structural and commercial concrete projects while maintaining strong relationships with clients, partners, and the communities we serve.

We are seeking a motivated Assistant Project Manager – Concrete Construction to support the planning and execution of projects while helping ensure safety, quality, schedule, and budget objectives are achieved.

Position Summary

Blackwood of DC is seeking a detail-oriented Assistant Project Manager (APM) to support the planning, coordination, and execution of projects across our organization. The APM will work closely with Project Managers, field teams, subcontractors, and clients to support successful project execution.

This role provides exposure to all phases of construction and offers a clear path to a Project Manager position as experience and responsibilities increase.

Key Responsibilities

- Assist with preparation and tracking of RFIs, submittals, and change order documentation.
- Review construction drawings and specifications to support project planning and coordination.
- Coordinate with project superintendents, subcontractors, and suppliers to support field operations.

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Private and Confidential



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- Assist Project Managers with maintaining project schedules, tracking milestones, and coordinating schedule updates with field teams and subcontractors.
- Prepare project documentation including schedules, reports, meeting notes, and status updates.
- Assist with project closeout documentation including punch lists, warranties, and as-built records.
- Coordinate communication between internal teams, vendors, and clients.
- Monitor project budgets, invoices, and cost tracking.
- Support procurement, contract administration, and vendor coordination.
- Assist with risk identification and issue resolution.
- Maintain accurate project records and compliance documentation.
- Participate in project meetings and provide follow-up on action items.
- Support quality control and adherence to company and client standards.

Qualifications

Required:

- Minimum 2 years of experience in construction project coordination, project engineering, or project management support.
- Bachelor's degree in Business, Construction Management, Engineering, Project Management, or related field.
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office (Excel, Word, PowerPoint)
- Ability to manage multiple priorities in a fast-paced environment



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Preferred:

- Experience supporting construction, development, consulting, or professional services projects
- Experience with construction management software such as Procore (preferred)
- CAPM or other project management certification (preferred but not required)

What We Offer

Blackwood of DC offers a competitive benefits package, which may include:

- Employer-sponsored healthcare coverage (medical, dental, and vision)
- Paid time off and paid holidays
- Retirement savings plan (if applicable)
- Additional benefits based on eligibility
- Collaborative team environment with a focus on quality and work-life balance

Equal Opportunity Employer

Blackwood of DC, LLC is an **Equal Opportunity Employer**. We are committed to creating a diverse and inclusive workplace and do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under federal or District of Columbia law.