



## JOB DESCRIPTION

### POSITION: ASSISTANT PROJECT MANAGER

**Location:** Metro Atlanta / North Georgia

**Employment Type:** Full-Time

**Reports To:** Project Manager

### POSITION SUMMARY

Jernigan Drywall & Acoustical, LLC is seeking a motivated Assistant Project Manager (APM) to support the planning, coordination, and execution of commercial drywall and interior systems projects. This role assists Project Managers with day-to-day project administration, field coordination, documentation, and cost tracking to ensure projects are delivered safely, on schedule, and in accordance with contract requirements.

The Assistant Project Manager role is designed as a developmental position for individuals seeking long-term growth into full Project Management responsibilities. The ideal candidate is organized, detail-oriented, technically curious, and eager to learn all aspects of commercial drywall project execution.

### KEY RESPONSIBILITIES

#### PROJECT SUPPORT & ADMINISTRATION

- Assist Project Managers with managing projects from award through closeout
- Support review and organization of contract documents, drawings, specifications, and scopes of work
- Maintain project files, logs, and documentation in accordance with JD&A standards
- Assist with preparation of meeting agendas, meeting minutes, and follow-up action items

#### PRECONSTRUCTION & PLANNING SUPPORT

- Assist with project turnover meetings and startup documentation
- Support submittal preparation, tracking, and coordination with suppliers and subcontractors
- Help prepare and track RFIs, clarifications, and responses
- Assist with material takeoffs, lead time tracking, and delivery coordination

#### FIELD COORDINATION

- Coordinate with foremen, subcontractors, suppliers, and vendors as directed
- Perform site walks to observe progress, verify installed work, and document conditions
- Assist with schedule updates and short-interval planning
- Serve as a communication link between field operations and project management

---

## QUALITY & SAFETY SUPPORT

- Support enforcement of JD&A quality standards and project specifications
- Assist with first-in-place reviews, inspections, and punchlist documentation
- Help track and close quality deficiencies and corrective actions
- Support jobsite safety documentation and compliance efforts

---

## FINANCIAL & COST CONTROL SUPPORT

- Assist with job cost tracking, labor reporting, and material cost verification
- Support preparation of purchase orders and subcontract agreements
- Assist with change order documentation and backup
- Help prepare pay application support, cost forecasts, and monthly reporting

---

## CLOSEOUT SUPPORT

- Assist with project closeout documentation, warranties, attic stock, and O&M manuals
- Help track punchlist completion and final inspections
- Support final billing and project turnover activities

---

## REQUIRED QUALIFICATIONS

- 1–3 years of experience in commercial construction, preferably drywall or interior systems
- Ability to read and interpret construction drawings and specifications
- Strong organizational skills with attention to detail
- Proficiency with basic construction software (Bluebeam, Excel, PDF tools, etc.)
- Strong written and verbal communication skills
- Willingness to learn and take on increasing responsibility

---

## PREFERRED QUALIFICATIONS

- Bachelor's degree in Construction Management or related field (or currently pursuing)
- Internship or field experience with a drywall or interior systems contractor
- Familiarity with submittals, RFIs, change orders, and job cost tracking
- Experience with Bluebeam, project management platforms, or estimating software

---

## CORE COMPETENCIES

- Strong organizational and time management skills
- Attention to detail and documentation accuracy
- Coachable, growth-oriented mindset
- Team-first attitude and professionalism
- Ability to manage multiple tasks in a fast-paced environment

---

## WHY JOIN JERNIGAN DRYWALL & ACOUSTICAL

At Jernigan Drywall & Acoustical, we are building a company founded on Integrity, Safety, Quality, and Process. The Assistant Project Manager role is a critical development position within our organization and provides hands-on exposure to all aspects of project execution. We invest in our people and believe in promoting from within as the company grows.

**Veterans are strongly encouraged to apply.**

---

## HOW TO APPLY

Interested candidates may submit a resume through our [Careers page](#) or contact us directly for additional information.