Assistant Construction Project Manager

Location: Braintree, Massachusetts
Employment Type: Full-time, in person
Reports To: General Manager

Build Your Career in Construction Project Management

OMNI Building Services is seeking an Assistant Construction Project Manager to support the planning and delivery of commercial construction projects throughout Massachusetts and Rhode Island.

This position is designed for someone who has gained initial construction experience and is ready to take on greater responsibility. Working directly with experienced project leaders, the Assistant Project Manager will be involved throughout the project lifecycle, from estimating and preconstruction through field coordination, closeout, and final completion.

The right candidate will be organized, dependable, and comfortable working with field personnel, subcontractors, clients, and other project stakeholders. This role offers practical experience across multiple areas of construction management and a clear opportunity to develop into a more senior project management position.

About OMNI

OMNI Building Services is a veteran-owned company with offices in Braintree, Massachusetts, and Pawtucket, Rhode Island. We are a growing general contracting and construction management firm serving clients across commercial, healthcare, life sciences, education, industrial, and other specialized markets.

Responsibilities

The Assistant Construction Project Manager will support the successful planning, coordination, and completion of assigned projects. Responsibilities include:

- Assist with the management of construction projects from preconstruction through closeout
- Support the estimating and bidding process, including the preparation of detailed estimates and proposals

- Coordinate with subcontractors, vendors, field personnel, and project stakeholders
- Monitor subcontractor activity and project progress on active job sites
- Attend project meetings and prepare clear, accurate meeting notes
- Prepare and track permit applications, submittals, change documentation, and other project records
- Assist with the development and maintenance of project schedules
- Monitor deadlines and help identify issues that could affect project progress
- Communicate project updates to internal and external stakeholders
- Develop and manage project punch lists
- Assemble closeout documents and support final project completion
- Maintain organized, accurate, and current project files
- Take on increasing project responsibility as experience and capabilities develop

Qualifications

- One to three years of construction, project coordination, estimating, or related experience
- Bachelor's degree in construction management, project management, engineering, or a related field is preferred, but not required
- Understanding of basic construction processes, documentation, and project workflows
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities and meet deadlines
- Clear written and verbal communication skills
- Ability to work effectively with office staff, field teams, subcontractors, clients, and vendors
- Proficiency with Microsoft Word, Excel, Outlook, and Project
- Willingness to work in both office and active job-site environments
- Reliable transportation and the ability to travel to project sites as required

Professional Growth

This position provides direct exposure to estimating, scheduling, subcontractor coordination, project documentation, field operations, client communication, and project closeout.

OMNI supports employees who want to expand their construction knowledge, strengthen their project management skills, and take on greater ownership over time.

Compensation and Benefits

OMNI offers a competitive compensation package based on experience, education, and qualifications.

Benefits include:

- Bonus opportunities
- Weekly pay
- Company 401(k) with employer match
- Health insurance
- Dental insurance
- Paid time off
- Two weeks of vacation to start
- Fuel card
- Tuition assistance
- Professional development assistance

Schedule

Monday through Friday, with job-site attendance required as project needs dictate.

Work Location

This is an in-person position based in Braintree, Massachusetts. Candidates must be able to commute or relocate before beginning employment.

OMNI Building Services is an equal opportunity employer.