



PARAMOUNT

MECHANICAL CORPORATION

7053 GATEWAY CT. MANASSAS, VA 20109

PHONE: (703)369-1750 FAX: (703) 369-2450 WEB: www.paramount-mech.com

Assistant Project Manager

Location: Manassas, VA

Industry: HVAC & Plumbing

Employment Type: Full-Time

Company Overview

We are a leading Mechanical firm specializing in HVAC and Plumbing maintenance, service and projects throughout the DMV and southern Virginia areas. Known for our commitment to quality and innovation, we are seeking a detail-oriented and proactive Assistant Project Manager to join our dynamic team.

Position Summary

Paramount Mechanical Corp is seeking a dynamic and detail-oriented Assistant Project Manager to join our construction management team. In this role, you will support project leaders in coordinating and executing construction projects from inception to completion. Your proactive approach will help ensure projects stay on schedule, within budget, and meet quality standards. This position offers an exciting opportunity to develop your skills in project coordination, construction estimating, and project management software while contributing to impactful construction initiatives. The ideal candidate is energetic, organized, and eager to learn in a fast-paced environment.

Key Responsibilities

- Assist in developing and maintaining detailed project schedules using Microsoft Projects and other construction management software
- Coordinate with subcontractors, suppliers, and internal teams to ensure timely delivery of materials and services
- Read and interpret blueprints, schematics, and contracts to facilitate smooth project execution
- Track project progress through site visits, progress reports, and site documentation
- Help monitor project costs, change orders, and contract compliance to keep projects within scope
- Support the preparation of bid packages, RFIs (Request for Information), and submittals for review
- Assist with project documentation management including drawings, schedules, RFIs, submittals, and meeting minutes
- Collaborate with the team on construction site safety protocols and quality control measures
- Manage time effectively across multiple tasks to meet deadlines while maintaining attention to detail

Qualifications

- Bachelor's degree in Construction Management, Civil Engineering, or related field preferred
- Prior experience or internship in construction site management or civil projects highly desirable
- Experience with project scheduling software is a plus
- Familiarity with Bluebeam for digital plan review and markup processes
- Knowledge of blueprint reading, schematics, and construction drawings
- Strong understanding of contracts, change orders, and project documentation processes
- Excellent time management skills with the ability to prioritize tasks effectively
- Ability to read and interpret technical schematics 3D models or similar technical drawings
- Effective communication skills for coordinating with diverse teams on-site and off-site

Benefits

- Health, Dental, and Vision Insurance
- HSA Account
- LTD insurance / Life insurance
- 401(k) with 6% employer match
- Paid time off
- Annual bonus

Salary - \$60,000 - \$90,000

Join us as an Assistant Project Manager where your energy fuels our success! Be part of a team that values innovation, collaboration, and continuous growth. We are committed to supporting your professional development while delivering outstanding construction projects that make a difference.

Email resume to: ncusher@paramount-mech.com

Paramount Mechanical Corporation is an equal opportunity employer and does not discriminate against employees or job applicants based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information.