

Assistant Project Manager

Location: Bozeman, MT

Salary: \$80,000 - \$95,000, depending on experience

Build Your Construction Career with OSM

OSM is looking for an **Assistant Project Manager** who is ready to take the next step in their construction career. This is a hands-on role for someone who understands construction, enjoys solving problems, and wants to develop their project management skills while working alongside experienced Project Managers and field teams.

As an Assistant Project Manager, you'll help keep projects moving by supporting planning, scheduling, budgeting, procurement, subcontractor coordination, documentation, and communication. You'll have exposure to both the office and the field and play an active role in delivering projects safely, efficiently, and to OSM's high standards.

What You'll Do

You'll work closely with Project Managers, field teams, subcontractors, suppliers, and clients to help coordinate projects from planning through completion. Your responsibilities will include:

- Assist with project planning, schedules, budgets, and timelines
- Track project costs and support purchasing and procurement
- Coordinate subcontractors, suppliers, materials, labor, and equipment
- Maintain project documentation, including contracts, change orders, reports, and scope changes
- Participate in project meetings and help communicate progress, priorities, and issues
- Support quality control and jobsite safety efforts
- Help identify potential problems early and work with the Project Manager and field team to develop solutions
- Spend time in the field to understand project progress, quality, and coordination needs

What We're Looking For

We're looking for someone who is **organized, proactive, detail-oriented, and eager to learn**. You should be comfortable juggling multiple priorities, communicating with different personalities, and taking ownership of the details that keep a project on track.

Ideally, you'll bring:

- 3–5 years of construction experience, including some project management or supervisory experience
- A degree in Construction Management, Civil Engineering, Architecture, or a related field is preferred
- A solid understanding of construction processes and best practices
- Ability to read and interpret plans, drawings, and specifications
- Strong communication and interpersonal skills
- Good judgment and problem-solving skills
- Experience with construction management software and technology

You'll Be a Great Fit If You...

Enjoy being part of both the **big picture and the details**. You don't need to know everything yet, but you should be curious, dependable, and willing to figure things out. You anticipate what needs to happen next, follow through on commitments, ask good questions, and communicate when something needs attention.

Most importantly, you're looking for an opportunity to **grow into greater project management responsibility** rather than simply perform administrative project support.

Why OSM?

At OSM, you'll have the opportunity to work alongside experienced construction professionals and gain meaningful exposure to all aspects of project management. This is a role where you can build your skills, take on increasing responsibility, and develop toward managing projects of your own.

Benefits

We offer a competitive benefits package including:

- Health, dental, vision, and supplemental insurance
- Company paid Life and Long-Term Disability
- Health savings account with company contribution, flexible spending accounts
- 401(k) and Roth 401(k) with company match
- Paid time off and company holidays
- Annual discretionary cash and 401(k) bonuses
- Vehicle and cell phone stipends
- Professional development opportunities
- Company events and team gatherings
- A collaborative and supportive team culture

