



Assistant Project Manager – High-End Residential Construction

SH Built is seeking a motivated and detail-oriented **Assistant Project Manager** to join our team and help oversee the successful construction of high-end, custom residential projects throughout the Roaring Fork Valley.

This is an excellent opportunity for someone looking to build a career in luxury residential construction and gain hands-on experience working alongside an experienced team of construction professionals.

This is a full-time, on-site position. Remote work is not available. Applicants must reside in the Roaring Fork Valley or be willing to relocate, however, we do not offer relocation assistance.

What You'll Do

As an Assistant Project Manager, you will support the management of projects from preconstruction through completion, helping ensure that each project meets SH Built's high standards for quality, schedule, budget, and client service.

Responsibilities include:

- Assist with managing all phases of assigned residential construction projects, from preconstruction through completion.
- Help develop and maintain project schedules, budgets, and quality standards.
- Coordinate and communicate with homeowners, architects, consultants, subcontractors, vendors, and the SH Built team.
- Maintain project documentation, including contracts, submittals, RFIs, change orders, and other project records.
- Monitor project progress and help proactively identify and resolve issues.
- Assist with ensuring work complies with contract documents, building codes, and SH Built standards.
- Participate in project meetings and provide updates to clients and internal team members.
- Work closely with the Project Manager and field team to keep projects organized, on schedule, and moving forward efficiently.



What We're Looking For

- Degree or coursework in **Construction Management, Architecture, Engineering, or a related field** preferred.
- Previous experience in residential construction, project coordination, internships, or a related field is a plus.
- Strong organizational, communication, and problem-solving skills.
- Ability to manage multiple priorities and work effectively in a fast-paced environment.
- Strong attention to detail and a proactive, team-oriented approach.
- Familiarity with construction management software and Microsoft Office is preferred.
- Valid driver's license and reliable transportation.
- Ability to successfully pass a background check.

We encourage motivated recent graduates and early-career professionals to apply.

The ideal candidate is eager to learn, takes initiative, communicates well, and is committed to delivering exceptional craftsmanship and client service.

Why SH Built?

At SH Built, we've created a collaborative team culture where people are encouraged to learn, take ownership, and grow professionally. You'll have the opportunity to work on some of the Roaring Fork Valley's finest custom homes while gaining valuable experience across all aspects of residential construction.

We offer a **competitive compensation package**, including:

- Paid vacation
- Health insurance
- Retirement benefits
- Comprehensive training and professional support
- Opportunities for continued growth and advancement

If you're interested in building a career in **high-end residential construction** and want to be part of a great team, we'd love to hear from you. Please submit your letter of interest, resume and references to: office@shbuilt.com.