



Assistant Project Manager (APM)

Core Focus

At Pierson Concrete, we strive to enrich the lives of our employee-owners through rewarding, long-term careers in concrete construction. As a 100% employee-owned company, we foster a culture of ownership, accountability, and internal advancement to create opportunities for individuals to build meaningful careers from day one through retirement.

We provide turnkey, full-scope, cast-in-place concrete solutions to our clients.

Combining our expertise in material procurement, project management, and concrete placement, we serve as a trusted partner—delivering durable, high-quality work that stands the test of time.

Core Values

Team Player – Willingness to help & serve the greater good

Extreme Ownership – Zero excuses and complete responsibility

Positive Attitude – Approach each day with a smile. No Eeyore's

Self-Motivated – Ambition to attack the day and overcome challenges

Do What you Say – Consistent & Accountable

Position Overview

Title – Assistant Project Manager (APM)

Department – Project Management

Reports to – Lead Project Manager

Location – Office

Type – Full-Time

Position Summary

The Assistant Project Manager supports construction projects from pre-construction through close-out by coordinating documentation, communication, and key administrative functions in collaboration with the Project Manager, Estimator, and General Foreman.

Please submit all resumes and any cover letters to Jose (HR Manager) at HR@piersonconcrete.com

You can also submit an online application at <https://www.piersonconcrete.com>

OR you can also stop by the office and apply **250 Barberry Place Loveland, CO 80537**



Key Responsibilities

- Manage project documents (drawings, RFIs, submittals, shop drawings)
- Maintain PlanGrid/Procore systems
- Develop formwork shop drawings via CAD
- Draft and track change orders
- Maintain city license & permit logs
- Coordinate with field, subcontractors, and clients
- Support project closeout documentation

Required Qualifications

- 1–3 years construction experience
- Ability to interpret construction drawing sets (Architectural, Civil, Landscape, Structural, etc.)
- Strong organizational skills
- Strong communication skills
- Strong time management skills
- Proficiency in Microsoft office and Outlook software
- Demonstrated integrity and ethical standards

Estimated Pay

\$65,000 - \$85,000

Benefits

- Medical, Dental, Vision and Life Insurance
- Paid Time off and Holidays
- 401(k)
- Employee Stock Ownership Plan (ESOP)
- Paid weekly

Employee and Date

Lead Project Manager and Date

Human Resources and Date