



<https://corradoconstruction.com/job/assistant-project-manager/>

Assistant Project Manager

Description

Corrado is family owned, full-service site contractor performing demolition, earthwork, utility installation, concrete, and paving throughout Delaware and into surrounding states.

Corrado is seeking a Project Manager Assistant to oversee multiple site construction projects ranging from <\$300k to \$5M+. The successful candidate will be the primary point of contact for clients, subcontractors, and suppliers for all project related issues. The Project Manager Assistant will also work with in-house estimators to understand the project scope and coordinate with Corrado's field operations to carry out the work.

Openings are available in New Castle and Millsboro offices.

Responsibilities

The primary role of the Project Manager Assistant is ensuring the fulfillment of Corrado's contractual responsibilities. This entails reading, understanding, and executing contract requirements. Other responsibilities include:

- Coordinating project needs with multiple stakeholders including client, internal operations, subcontractors, suppliers, inspectors, and others.
- Performing project administrative duties (notifications, billing, change orders, RFI's, submittals, schedules etc.) from initial job setup through final closeout.
- Cost tracking and financial reporting of projects
- Ensuring compliance with safety standards and regulations

Qualifications

- Must be able to manage the sometimes-chaotic challenges of sitework construction
- Site/civil construction experience (or related field) is preferred
- Experience reading construction plans is preferred
- Estimating experience is preferred
- Strong written and verbal communication skills
- Basic computer skills (word processing, excel, e-mail)

Job Benefits

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Hiring organization

Corrado Construction Company

Employment Type

Full-time

Industry

Construction

Job Location

210 Marsh Lane, 19720, DE, United States

Working Hours

40hrs a week

Date posted

June 26, 2026