



Southeastern Architectural Systems

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Charlotte, NC 28273

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**Position Title: Assistant Project Manager (APM)**

**Department:** Contract Operations

**Reports To:**

- Project Executive – Sales Operations Manager (Customer Exposure & Development)
- Project Executive – Systems Operations Manager (Execution Development)

**Works Closely With:**

- Project Managers (Primary Day-to-Day Reporting)
- SEAS Glass & Glazing (SGG) Operations Manager (for Glass & Glazing scopes)

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**Position Summary**

The Assistant Project Manager (APM) supports the successful execution of assigned projects by assisting Project Managers in managing schedules, documentation, procurement, and coordination efforts.

This role is developmental in nature and is designed to build the APM into a fully capable Project Manager. The APM is expected to learn and apply SEAS project management systems, maintain strong organizational discipline, and develop both operational and customer-facing skill sets.

The APM operates within the same dual-reporting structure as the PM:

- **Systems Operations:** Focus on execution, organization, and process adherence
- **Sales Operations:** Exposure to customer interaction and opportunity awareness

For projects involving glass and glazing scopes, the APM works in coordination with the **SGG Operations Manager** to learn and support proper execution practices.

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**Primary Responsibilities**

**1. Project Execution Support**

*Aligned with Project Executive – Systems Operations Manager*

- Assist PMs in managing all aspects of project execution, including:
  - Schedule updates and tracking
  - Document control and organization
  - Submittals and RFI preparation
  - Procurement tracking
  - Vendor coordination support
  - Change order documentation
- Maintain accurate and up-to-date project records.
- Support adherence to:
  - SEAS project management systems

- Microsoft Teams project organization standards
  - “Follow By All” (FBO) internal procedures
  - Identify potential risks or issues and communicate them to the PM.
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## **2. Customer Communication Support**

*Aligned with Project Executive – Sales Operations Manager*

- Support PMs in maintaining strong customer relationships.
  - Participate in project communication with:
    - General Contractors
    - Vendors
    - Internal teams
  - Assist in preparing and distributing:
    - Meeting notes
    - Status updates
    - Follow-up communication
  - Develop professional communication skills and customer awareness.
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## **3. Financial Tracking & Reporting Support**

- Assist PMs with:
    - Budget tracking
    - Cost updates
    - Change order documentation
    - Data entry into financial systems
  - Ensure accuracy and timeliness of project-related financial information.
  - Learn and understand:
    - Cost-to-complete forecasting
    - Budget management fundamentals
    - Financial risk indicators
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## **4. SGG Project Support (When Applicable)**

*In collaboration with PM and SGG Operations Manager*

- Assist in coordination of glass and glazing scopes, including:
  - Vendor communication and follow-ups
  - Submittal tracking
  - Procurement coordination
  - Installation readiness tracking
- Learn SGG-specific processes, systems, and workflows.

- Support identification and communication of issues or gaps.
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## **5. Organization & Systems Discipline**

- Maintain a high level of organization across all assigned projects.
  - Ensure all files, communication, and documentation are:
    - Properly stored
    - Clearly labeled
    - Easily accessible
  - Effectively utilize company systems, including:
    - Microsoft Teams
    - Scheduling tools
    - Project tracking systems
  - Follow all SEAS organizational and documentation standards.
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## **6. Professional Development & Growth**

- Actively develop project management skills, including:
    - Time management
    - Organization
    - Communication
    - Problem-solving
  - Participate in training related to:
    - Project management systems
    - Industry knowledge (including rainscreen and SGG systems)
    - Internal processes and procedures
  - Seek feedback from PMs and Project Executives and apply it to improve performance.
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## **Key Performance Expectations**

- Accuracy and organization of project documentation
  - Timely completion of assigned tasks
  - Responsiveness and communication effectiveness
  - Ability to support PMs in maintaining schedule and budget
  - Adherence to SEAS systems and FBO procedures
  - Demonstrated growth toward Project Manager responsibilities
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## Reporting Alignment Summary

### Leadership Role

Project Executive – Systems Operations

Project Executive – Sales Operations

SGG Operations Manager

### APM Responsibility Alignment

Execution support, organization, process adherence, training

Customer exposure, communication development, opportunity awareness

Learning and supporting glass & glazing execution

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### Key Distinction from Project Manager

- **APM = Support + Development**
- **PM = Ownership + Accountability**

The APM is expected to:

- Support execution
- Learn systems and processes
- Build competency
- Progress toward full project ownership