



Commercial Construction | Employee-Owned | Atlanta, Georgia

**“At Trident, every employee is an owner.”**

**Trident Construction Group** is an Employee-Owned | Client-Driven commercial general contractor specializing in healthcare, interiors, hospitality, and complex occupied renovations throughout the Southeast.

*We are builders who value Teamwork, Accountability, Integrity, and Humility.*

## Why Trident

Healthcare • Commercial Interiors • Hospitality • Occupied Renovations • Retail

- **Employee-owned ESOP company** with a strong ownership culture
- **Hands-on learning environment** with direct mentorship from experienced project leaders
- **Growth opportunities** within a rapidly growing commercial contractor
- **High-accountability culture** focused on teamwork and operational excellence

## Position Overview

The Assistant Project Manager supports the successful execution of commercial construction projects from preconstruction through closeout. This role assists Project Managers and Superintendents with project documentation, financial tracking, subcontractor coordination, scheduling, and communication while developing the skills necessary to lead projects independently.

## Core Responsibilities

- **Support Project Managers and Superintendents** in the daily execution of construction projects
- **Assist with project documentation**, submittals, RFIs, meeting minutes, and Procore management
- **Track project financials**, owner billings, subcontractor invoices, and change orders
- **Coordinate with subcontractors and vendors** to support procurement and material tracking
- **Maintain accurate project reporting** and operational documentation within Procore
- **Participate in project meetings** and assist with follow-up and issue resolution
- **Visit jobsites regularly** to support field coordination and project progress

## Leadership Expectations

- **Promote accountability and teamwork** across project teams
- **Communicate professionally** with clients, subcontractors, vendors, and internal teams
- **Demonstrate initiative** and proactively assist with project needs
- **Support Trident’s ownership mentality** through reliability and operational consistency

## Qualifications

- **1–5 years** of commercial construction experience preferred
- **Bachelor’s degree** in Construction Management, Engineering, or related field preferred
- **Strong organizational and communication skills**

- **Ability to manage multiple priorities** in a fast-paced environment
- **Proficiency in Microsoft Office**; Procore experience preferred
- **Healthcare and occupied renovation experience** preferred

## What Success Looks Like

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- **Strong attention to detail** and willingness to learn
- **Ability to proactively solve problems** and follow through on commitments
- **Consistent communication** and organizational reliability
- **Positive attitude** with a team-oriented mindset

## Benefits & Perks

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**ESOP Participation • Bonus Potential • Healthcare Benefits • Career Advancement • Mentorship Opportunities**

## Working Environment

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This role requires regular travel to jobsites and the ability to navigate active construction environments, including stairs, ladders, uneven terrain, and varying weather conditions.