



Assistant Project Manager

Signature Homes is an employee-owned company operating in both Birmingham, AL and Nashville, TN. Our mission as a company is to enhance the lives of our homeowners by creating great communities, understanding their lifestyles, and providing a world class building experience. We are a company full of passionate, hard-working people that focus on teamwork, serving our customer, and constantly innovating our product.

Signature Homes is currently seeking an Assistant Project Manager in our Birmingham, AL market.

As a high-volume pre-sale builder this person will need to enjoy working in a fast-paced environment with challenging projects. Attention to detail and accuracy is critical to allow for timely and accurate production of customer specific plans and purchaser orders and to prevent unnecessary delays in construction. This position will be working in a department where the goal is to set up our field teams for success.

Job Functions:

- Review house and site plans to ensure accuracy of budget and specifications
- Research variances for base house and option takeoffs
- Maintain schedules for the even flow distribution of production files to the field
- Assist with project construction files including estimating, scheduling, preparation, etc. to ensure an accurate and complete construction file.

Skills/Qualifications:

- Strong understanding of residential construction to include construction cost, materials, products, specifications, and methods.
- Ability to read and understand blueprints
- Proficient with Takeoff software such as On Screen Takeoff or PlanSwift or Zendesk is a plus
- Proficient in Excel, Outlook, and Word
- Degree in Construction Management required

Apply today by visiting www.e-signaturehomes.com and click on careers!