



## **Assistant Project Manager – Residential Remodeling**

**Location:** Mequon, WI

**Schedule:** Full-time

**Compensation:** Competitive pay, performance-based bonuses, and benefits package

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### **About Wade Design & Construction**

At Wade Design & Construction, we believe the best homes start with great people, who are curious, driven, detail-oriented, and community-minded. As a design-build remodeling firm based in Ozaukee County, we specialize in high-quality home transformations that are intentional, beautiful, and built to last.

We're not just looking for help. We're offering the chance to be part of a team that values craftsmanship, communication, and continual learning.

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### **About the Role**

The Assistant Project Manager (APM) plays a vital role in ensuring a smooth client experience and successful project execution. Working closely with the Project Managers (PMs), the APM helps oversee all aspects of remodeling projects, from preconstruction through final closeout, while upholding Wade Design's commitment to excellence, communication, and client satisfaction.

This position is ideal for someone who thrives in a fast-paced environment, enjoys working collaboratively with clients, trade partners, and team members, and has a passion for craftsmanship and residential design.

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### **What You'll Do**

Preconstruction:

- Obtain all necessary permits and licenses with information from the design and sales teams.

- Participate in project reviews with the lead carpenter and design/sales/estimating teams.
- Help finalize project schedules and document budgeted job costs.
- Confirm that all long-lead items are ordered or selected in coordination with sales and design.
- Schedule preconstruction meetings with homeowners, design/sales staff, and trade partners.

#### During Construction:

- Support the PMs in coordinating field staff, subcontractors, materials, and schedules.
- Perform hands-on tasks and assist with on-site management as needed.
- Communicate regularly with clients to ensure understanding, satisfaction, and progress transparency.
- Assist with material orders and deliveries, ensuring items are free of defects and properly stored.
- Track change orders, update documentation, and help maintain accurate project data in Smartsheet.
- Coordinate subcontractor schedules and ensure selections are confirmed before installation.
- Monitor safety and code compliance on job sites.
- Document progress and issues with photos and notes throughout each phase.
- Help complete punch lists and ensure all final details meet company standards.

#### Post-Construction & Administrative Support:

- Assist with project cost tracking, documentation, and closeout procedures.
- Participate in post-project reviews to provide feedback and insights for process improvement.
- Contribute to maintaining client satisfaction and long-term relationships through follow-up communications.

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### **What We're Looking For**

- Bachelor's degree in Construction Management or related field preferred, or equivalent experience in residential remodeling.
- Strong communication and organizational skills with an ability to manage multiple priorities.
- Familiarity with project management tools such as Smartsheet and Bluebeam.

- Detail-oriented, self-motivated, and capable of problem-solving under pressure.
  - Team-oriented mindset with the ability to collaborate effectively across departments.
  - Positive attitude and commitment to delivering exceptional client experiences.
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### **Additional Requirements**

- Valid Wisconsin driver's license and clean driving record.
  - Ability to lift and carry up to 50 lbs as needed.
  - Comfortable visiting active job sites and assisting with field coordination.
  - Willingness to occasionally work extended hours to meet project deadlines.
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### **What We Offer**

- Competitive pay and performance-based bonuses.
  - Paid holidays and flexible paid time off.
  - Access to a company vehicle and reimbursement for work-related travel.
  - Company-provided tools and technology for daily use.
  - Professional development, mentorship, and growth opportunities within a design-build environment.
  - Collaborative, values-driven culture that emphasizes craftsmanship, learning, and community.
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### **How We Work**

- Always curious – Stay eager to learn new design tools, trends, and techniques.
- Exceptional design for life – Create thoughtful spaces that improve how our clients live every day.
- Cultivate community – Collaborate with teammates, clients, and trade partners with respect and openness.
- Hunger for excellence – Hold yourself to a high standard of accuracy, creativity, and follow-through.
- Communicate with clarity – Share updates and ideas in ways that keep everyone aligned.
- Strive for simplicity – Streamline processes and details to keep projects moving smoothly.

Ready to take the next step in your construction career with a company that values craftsmanship, teamwork, and professional growth? Apply today to join Wade Design & Construction.