



Project Assistant Role and Responsibilities

Project Assistant

Location: Phoenix, AZ | Schedule: Full-time

Reports to: Project Management Team

About Danson Construction

Danson Construction is a family-owned GC serving Arizona communities through JOC, CMAR and Design-Build. We focus on public safety, K-12, municipal facilities and select private work. We value integrity, fairness, continuous improvement and results.

Role overview

We are seeking a detail-oriented **Project Assistant** to provide administrative and logistical support to our project management team. This role is ideal for someone who is highly organized, eager to learn, and looking to grow their career in the construction industry. The Project Assistant will play a key part in keeping project operations running smoothly by handling documentation, scheduling, and coordination tasks.

Key Responsibilities

- Support project managers with administrative tasks such as preparing correspondence, reports, and meeting minutes.
- Assist with tracking submittals, RFIs, change orders, and project documentation in Procore or other systems.
- Maintain organized electronic and hard-copy project files.
- Coordinate schedules for meetings, inspections, and site visits.
- Help monitor project progress by updating logs, spreadsheets, and status reports.
- Communicate with subcontractors, vendors, and internal staff to support project needs.
- Assist with compliance requirements, including wage/labor documentation and safety recordkeeping.
- Provide general support to superintendents and field staff as needed.

Qualifications

- 1–3 years of administrative or assistant-level experience (construction or related field preferred, but not required).
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Experience with construction management software (Procore, Bluebeam, or similar) is a plus, but training will be provided.
- Excellent written and verbal communication skills.
- Detail-oriented, dependable, and willing to learn.
- High school diploma or equivalent required; Associate's or Bachelor's degree in Construction Management, Business Administration, or related field preferred.

What we offer

- Competitive salary and benefits package (medical, dental, vision, 401(k)).
- Professional development and growth opportunities within project management.
- Supportive, family-oriented company culture.
- Exposure to exciting public and community projects that make an impact across Arizona.

How to apply

Send your resume to Devin Fontana at dgfontana@dansonbldg.com. No phone calls, please.

EEO

Danson Construction is proud to be an equal opportunity and affirmative action employer regardless of race, color, gender, age, sexual orientation, gender identity, gender expression, religious beliefs, marital status, genetic information, national origin, disability, protected veteran status or any other basis protected by law.