



Now Hiring: Assistant Project Manager

Hardware-Specialties, Inc. — Greenville, NC

Hardware-Specialties, Inc. • 1823 Progress Road, Greenville, NC 27834

About the Opportunity

Hardware-Specialties, Inc. is a commercial door, frame, and hardware distributor serving the construction industry since 1976. We're looking for an organized, driven Assistant Project Manager to support our Project Management team on Division 8 openings packages — doors, frames, and finish hardware.

This is a full-time, career-track role. You'll work across our Project Managers to keep jobs moving — submittals, purchase orders, expediting, and closeout — and it's the primary development path toward becoming a Project Manager yourself. Division 8 experience is a plus, but we'll train the right person who brings organization, attention to detail, and the drive to learn.

What You'll Do

- Help prepare and check door, frame, and hardware schedules and shop drawings, and keep submittal logs current and accurate.
- Prepare purchase orders for approval, track vendor acknowledgments and ship dates, and expedite long-lead items.
- Keep job files, logs, and keying records organized so any Project Manager can pick up any job.
- Coordinate deliveries, support site visits, and help assemble complete closeout packages.
- Attend project meetings and fill in for a Project Manager when needed — giving updates and representing HSI.
- Communicate early and often, and escalate issues before they become problems.

What We're Looking For

- One to three years in construction project coordination, project administration, inside sales in building products, or a related role — or strong transferable experience.
- Highly organized, able to track many open items at once without dropping any.
- Strong written and verbal communication.
- Proficiency with Microsoft Office, including Excel.
- Ability to read construction drawings and specs, or the ability to learn quickly.
- Valid driver's license and willingness to visit job sites.

Nice to Have

- Division 8 openings, door hardware, or building-products experience.
- Familiarity with NFPA 80/105, ADA and ICC A117.1, and life-safety requirements.
- Interest in DHI (AHC, EHC, AOC) or CSI CDT credentials — we support certification and continuing education.
- Experience with industry software (Comsense, Bluebeam, Procore) or a construction-management / business degree.

What We Offer

- Full-time, salaried position with a clear path toward Project Manager.
- Company support for DHI and CSI certification and continuing education.
- The chance to learn the trade from experienced Project Managers and estimators at an established, respected distributor.

The Details

- Full-time, salaried (Exempt).

- On-site at our Greenville, NC office (1823 Progress Road, Greenville, NC 27834), with periodic jobsite and warehouse visits.
- Reports to the General Manager, with day-to-day direction from the Project Manager team.

How to Apply

Send your résumé and a short note about your experience to Hardware-Specialties, Inc. We look forward to hearing from you.

Hardware-Specialties, Inc. is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other status protected by applicable law.