

A close-up photograph of a woman with brown hair tied back, wearing a black headset with a microphone. She is smiling warmly and looking slightly to the right. She is wearing a light blue, vertically striped button-down shirt. Her right hand is raised near her face, possibly adjusting the headset or holding a phone. The background is a bright, out-of-focus office setting.

100+ Tasks

**You Can Delegate To
Your Prosper Virtual
Assistant**

- Manage project schedules
- Prepare and send estimates
- Track job site progress
- Coordinate subcontractors
- Handle permit applications
- Manage client communications
- Order and track materials
- Prepare change orders
- Invoice clients
- Track payments
- Maintain project documentation
- Update project management software
- Create and update project reports
- Schedule inspections
- Handle client onboarding
- Create proposals for new projects
- Research building codes and regulations
- Organize and file warranties
- Manage supplier relationships
- Prepare bid packages
- Track job costs
- Assist with project closeout
- Update construction drawings
- Manage safety documentation
- Handle employee timesheets
- Assist with recruitment
- Coordinate training sessions
- Update client portfolios
- Create marketing materials
- Manage online reviews
- Develop and manage email campaigns
- Handle social media presence
- Organize project photos
- Coordinate client meetings
- Track equipment rentals
- Prepare punch lists
- Manage job site logistics
- Monitor project budgets
- Prepare site safety plans
- Handle utility connections
- Create progress invoices
- Track subcontractor compliance
- Prepare daily logs
- Manage punch list follow-ups
- Coordinate post-project clean-up
- Update the company website
- Create training manuals
- Organize project kickoff meetings
- Monitor project milestones
- Prepare and distribute RFPs
- Manage construction drawings
- Coordinate warranty work
- Prepare construction budgets
- Manage project risk assessments
- Organize job site visits
- Track subcontractor payments
- Maintain equipment inventory
- Manage client satisfaction surveys
- Prepare job site signage
- Coordinate material deliveries
- Develop project scope documents
- Manage environmental compliance
- Prepare monthly project summaries
- Update subcontractor agreements
- Handle lien releases
- Monitor project deadlines
- Assist with site mobilization
- Manage project kickoff documentation
- Track and report on labor costs
- Coordinate equipment servicing
- Prepare site inspection checklists
- Assist with project bidding
- Organize project closeout meetings
- Create and maintain a project punch list
- Manage construction waste disposal
- Track construction warranties
- Prepare and submit project permits
- Manage project stakeholder communications
- Develop and maintain a subcontractor database
- Track project punch list items
- Manage tool inventory
- Coordinate with utility companies
- Prepare project closeout documents
- Monitor job site security
- Organize material samples
- Update as-built drawings
- Manage construction site signage

- Coordinate with inspectors
- Prepare and submit RFIs (Requests for Information)
- Track subcontractor insurance certificates
- Organize project files
- Assist with sustainability initiatives
- Coordinate site utilities
- Prepare and track RFQs (Requests for Quotes)
- Develop a safety training program
- Manage job site deliveries
- Prepare project documentation for clients
- Coordinate client site visits
- Monitor project compliance with contracts
- Track project contingencies
- Develop and manage punch list tracking systems
- Optimize job site layout plans
- Create detailed work schedules for crews
- Track subcontractor performance
- Manage company fleet maintenance
- Organize training for new technologies
- Create and manage equipment rental logs
- Prepare site logistics plans
- Research and implement construction software
- Create project-specific safety plans
- Coordinate with environmental consultants
- Manage waste recycling programs on-site
- Track and manage equipment utilization
- Assist with the preparation of shop drawings
- Maintain and update a construction blog
- Coordinate project-specific marketing campaigns
- Set up and manage project dashboards
- Track labor productivity
- Develop a pre-construction checklist
- Manage utility disconnections and connections
- Develop contingency plans for project delays
- Manage supplier warranties and guarantees
- Create and manage RFI logs
- Coordinate project debriefs
- Set up and manage drone surveys
- Create a materials tracking system
- Organize continuing education for staff
- Manage project photography and documentation
- Develop and manage incentive programs for workers
- Prepare site logistics reports
- Track environmental impact metrics
- Develop a subcontractor evaluation system
- Coordinate job site hospitality
- Organize community outreach for projects
- Develop a project-specific risk management plan
- Manage the setup of temporary site offices
- Track project scope changes
- Coordinate with legal counsel for contracts
- Set up cloud-based document storage
- Organize and manage project awards submissions
- Create emergency response plans for job sites
- Manage job site weather tracking
- Coordinate with financial advisors on project financing
- Develop job site traffic management plans
- Organize tool maintenance schedules
- Create a subcontractor onboarding program
- Track project documentation for audits
- Manage site access control
- Coordinate noise and dust control measures
- Prepare sustainability reports
- Assist with LEED certification
- Coordinate construction phase planning meetings
- Develop a job site emergency contact list
- Manage job site waste reduction initiatives
- Track construction material lead times
- Create pre-construction site survey checklists
- Coordinate with local authorities for road closures
- Develop an internal newsletter for project updates
- Organize site security audits
- Manage and monitor job site utility usage
- Coordinate site remediation efforts
- Create and update job site evacuation plans
- Set up job site communication systems


- Develop job site health and wellness programs
- Track and report on project energy usage
- Coordinate job site deliveries with suppliers
- Manage and report on project KPIs
- Organize safety incentive programs
- Coordinate with architects and engineers for design revisions
- Develop a construction quality assurance plan
- Manage job site first aid stations
- Coordinate job site recycling programs
- Prepare contingency budgets
- Track and manage lien waivers
- Create a project-specific communication plan
- Assist with bid package preparation
- Coordinate with historical preservationists
- Set up project-specific cloud collaboration tools
- Develop and manage job site visitor logs
- Coordinate with insurance companies for claims
- Prepare job site hazard identification reports
- Organize subcontractor safety training sessions
- Track project change order history
- Coordinate site prep activities
- Create and manage a project issues log
- Set up remote job site monitoring systems
- Manage subcontractor payment schedules
- Prepare job site winterization plans
- Coordinate with surveyors for site layout
- Develop a job site equipment inventory
- Organize construction site tours for stakeholders
- Coordinate with landscape architects for site planning
- Prepare job site housekeeping checklists
- Track project punch list completion
- Organize job site wellness check-ins
- Develop a job site incident reporting system
- Coordinate job site lighting and power needs
- Manage site dewatering activities
- Prepare job site staging plans
- Assist with the development of job site sustainability goals
- Create punch list tracking dashboards
- Manage equipment calibration schedules
- Prepare job site inspection schedules
- Develop subcontractor onboarding materials
- Track job site PPE usage
- Coordinate with municipal planners
- Set up virtual job site walkthroughs
- Organize procurement of specialty materials
- Manage project utility consumption reports
- Prepare green building certification documents
- Coordinate with interior designers
- Track noise ordinance compliance
- Set up and manage time-lapse cameras
- Coordinate with geotechnical engineers
- Develop a subcontractor rating system
- Organize project documentation for litigation
- Track material wastage
- Coordinate with archaeologists for site clearance
- Prepare daily task schedules for crew leaders
- Manage construction defect reports
- Develop job site stormwater management plans
- Set up job site mobile apps
- Track subcontractor insurance expiration dates
- Coordinate with hazardous material specialists
- Prepare pre-construction risk assessments
- Set up and manage GPS tracking for equipment
- Assist with project value engineering
- Coordinate job site waste disposal permits
- Create and maintain a subcontractor contact database
- Prepare utility service agreements
- Track job site visitor logs
- Coordinate with landscape contractors
- Develop a project communication matrix
- Manage third-party inspection schedules
- Prepare and manage RFQs for materials
- Coordinate with environmental impact consultants

- Create training videos for safety protocols
- Manage site equipment inventory
- Assist with fire safety planning
- Coordinate with building inspectors
- Track site logistics and delivery schedules
- Prepare project punch list summaries
- Develop and manage a subcontractor feedback system
- Coordinate with project commissioning agents
- Track job site dust control measures
- Organize site logistics meetings
- Manage site utility locates
- Create project status infographics
- Coordinate with property management for site access
- Track and manage project submittals
- Prepare site-specific safety orientations
- Manage temporary fencing and signage
- Assist with commissioning documentation
- Develop and manage emergency contact lists
- Track construction progress photos
- Coordinate with concrete suppliers
- Create a subcontractor compliance tracking system
- Prepare utility coordination meetings
- Manage project-specific quality control plans
- Coordinate with scaffolding contractors
- Track and report on job site fuel usage
- Develop job site inventory checklists
- Coordinate with pest control services
- Prepare and track daily site logs
- Manage construction site sign-in/sign-out procedures
- Coordinate with steel fabricators
- Prepare and distribute project newsletters
- Develop job site noise mitigation plans
- Track and manage environmental permits
- Coordinate with job site security providers
- Prepare project-specific budgeting tools
- Track material delivery discrepancies
- Manage project photography schedules
- Assist with site utility relocation
- Develop and manage punch list resolution schedules
- Coordinate with HVAC contractors
- Prepare job site hazard communication plans
- Track project subcontractor commitments
- Assist with project cash flow management
- Coordinate with curtain wall installers
- Develop and manage utility shutoff plans
- Track project contingency fund usage
- Prepare job site safety audits
- Coordinate with fire alarm contractors
- Track project milestone completion
- Manage temporary lighting installations
- Develop job site erosion control plans
- Track subcontractor lien releases
- Coordinate with exterior cladding contractors
- Prepare site-specific traffic control plans
- Track project closeout document submission
- Manage job site housekeeping schedules
- Coordinate with utility service providers for temporary connections
- Track and report on job site tool usage
- Prepare and manage project safety incentive programs
- Coordinate with job site waste management providers
- Develop job site heat illness prevention plans
- Track project quality control inspections
- Manage job site visitor access protocols
- Coordinate with roofing contractors
- Create and manage daily job site checklists
- Coordinate with utility relocation teams
- Track project key performance indicators (KPIs)
- Manage job site tool tracking systems
- Prepare job site safety briefing materials
- Coordinate with specialty subcontractors
- Track project social media mentions
- Develop job site visitor protocols
- Prepare and manage project completion schedules
- Coordinate with utility service disconnection teams
- Track project communication logs
- Manage job site weather impact assessments
- Prepare construction bid documentation
- Coordinate with arborists for tree preservation
- Track job site equipment certification
- Create project-specific timeline visualization tools
- Coordinate with historical preservation societies
- Prepare project-specific cost control reports
- Track job site material recycling rates
- Coordinate with specialty equipment suppliers
- Prepare job site cleanliness protocols
- Track project change request approvals
- Coordinate with local community groups

- Develop job site contingency plans for extreme weather
- Track project contractor license renewals
- Prepare job site stormwater runoff plans
- Coordinate with specialty lighting contractors
- Track project punch list item resolution times
- Prepare job site hazardous material handling plans
- Coordinate with acoustic consultants
- Track job site equipment fuel usage
- Create project-specific communication templates
- Coordinate with site survey teams
- Track project documentation submittal dates
- Manage job site access control systems
- Prepare project-specific stakeholder engagement plans
- Track job site material usage rates
- Coordinate with dewatering contractors
- Prepare job site first aid response plans
- Track project material lead times
- Coordinate with utility restoration teams
- Develop job site incident reporting systems
- Prepare project-specific public relations materials
- Track job site noise levels
- Coordinate with stormwater management teams
- Prepare project-specific conflict resolution plans
- Track job site material storage conditions
- Coordinate with elevator inspection services
- Prepare project-specific resource allocation plans
- Track job site air quality
- Coordinate with local emergency services
- Prepare project-specific cost tracking spreadsheets
- Track project stakeholder feedback
- Coordinate with temporary power providers
- Prepare project-specific data collection tools
- Track job site traffic management effectiveness
- Coordinate with HVAC balancing teams
- Prepare job site quality assurance protocols
- Track project closeout punch list items
- Coordinate with fire marshal for inspections
- Prepare project-specific sustainability reports
- Track job site visitor documentation
- Coordinate with utility mapping teams
- Prepare project-specific scope change tracking
- Track job site daily activity logs
- Coordinate with demolition debris removal services
- Prepare project-specific budget tracking tools
- Track project material delivery timelines
- Coordinate with specialty roofing contractors
- Prepare job site safety incident reports
- Track project subcontractor performance metrics
- Coordinate with energy efficiency consultants
- Prepare job site emergency evacuation plans
- Track project document approvals
- Coordinate with local building departments
- Prepare project-specific utility usage forecasts
- Track job site lighting conditions
- Coordinate with security personnel for night shifts
- Prepare project-specific stakeholder communication tools
- Track project equipment inspection schedules
- Coordinate with site remediation specialists
- Prepare job site daily progress reports
- Track project material order changes
- Coordinate with structural engineering teams
- Prepare project-specific financial risk assessments
- Track job site water runoff management effectiveness
- Coordinate with land survey teams
- Prepare project-specific labor cost forecasts
- Track project milestone completion rates
- Coordinate with utility restoration services
- Prepare project-specific training schedules
- Track job site power supply reliability
- Coordinate with roofing material suppliers
- Prepare project-specific cost comparison reports
- Track job site material condition reports
- Coordinate with waste management services
- Prepare project-specific construction timeline analyses
- Track project document submission status
- Coordinate with fire suppression system installers
- Prepare job site weather readiness plans
- Manage project submittal logs
- Coordinate with environmental remediation teams
- Prepare construction meeting minutes
- Track safety training certifications
- Coordinate with access control system installers
- Prepare project-specific sustainability action plans
- Track permit application statuses
- Coordinate with pest control services
- Prepare energy consumption reports
- Track project punch list discrepancies

- Coordinate with hazardous waste disposal teams
- Prepare job site tool inventory systems
- Track project closeout checklist completion
- Coordinate with structural steel fabrication shops
- Prepare job site temporary facility plans
- Track project milestone deliverables
- Coordinate with specialty ceiling installers
- Prepare job site daily health and safety reports
- Track project procurement budgets
- Coordinate with soil testing laboratories
- Prepare job site visitor orientation materials
- Track project insurance coverage
- Coordinate with utility marking services
- Prepare and manage RFQs (Requests for Qualifications)
- Track project payment applications
- Coordinate with temporary fencing providers
- Prepare job site air quality monitoring plans
- Track project document filing systems
- Coordinate with local utility commissions
- Prepare job site security protocols
- Track project submittal review times
- Coordinate with interior finish installers
- Prepare project-specific environmental impact reports
- Track job site utility usage efficiency
- Coordinate with fire alarm system installers
- Prepare project-specific waste diversion plans
- Track project equipment availability
- Coordinate with roofing inspection teams
- Prepare job site environmental compliance audits
- Track project job costing
- Coordinate with heavy equipment transport services
- Prepare job site dewatering plans
- Track project material shortages
- Coordinate with specialty door and hardware suppliers
- Prepare job site traffic control plans
- Track project scope changes
- Coordinate with acoustic insulation installers
- Prepare project-specific incident reports
- Track job site tool calibration schedules
- Coordinate with energy auditing services
- Prepare job site safety compliance checklists
- Track project document approvals
- Coordinate with waterproofing contractors
- Prepare project-specific procurement plans
- Track job site environmental permit compliance
- Coordinate with site logistics providers
- Prepare job site pest control plans
- Track project budget variance
- Coordinate with elevator inspection services
- Prepare project-specific subcontractor onboarding processes
- Track job site cleanliness standards
- Coordinate with energy-efficient lighting installers
- Prepare project-specific labor management plans
- Track project subcontractor insurance compliance
- Coordinate with site safety inspectors
- Prepare job site daily work logs
- Track project sustainability goals
- Coordinate with specialty glass installers
- Prepare project-specific quality assurance plans
- Track job site air quality compliance
- Coordinate with site material handling services
- Prepare job site visitor access logs
- Track project safety incident trends
- Coordinate with fire protection system installers
- Prepare project-specific construction phasing plans
- Track job site equipment downtime
- Coordinate with lighting design consultants
- Prepare job site temporary power plans
- Track project punch list closeout
- Coordinate with site utility coordinators
- Prepare project-specific labor productivity reports
- Track job site energy efficiency measures
- Coordinate with specialty wall system installers
- Prepare job site decontamination plans
- Track project equipment rental durations
- Coordinate with site restoration teams
- Prepare job site safety training records
- Track project waste disposal permits
- Coordinate with building envelope consultants
- Prepare job site storm damage mitigation plans
- Track project financial reconciliation
- Coordinate with acoustic engineering teams
- Prepare job site hazardous material safety plans
- Track project subcontractor performance reviews
- Coordinate with site signage providers
- Prepare project-specific construction site evacuation plans

- Track job site environmental compliance audits
- Coordinate with specialty flooring installers
- Prepare project-specific construction documentation plans
- Track project job site security incidents
- Prepare project-specific tool sharing agreements
- Coordinate with logistics companies for material imports
- Track project warranty claims
- Prepare job site inventory usage reports
- Coordinate with drone operators for site surveys
- Prepare job site rainwater harvesting plans
- Track project social responsibility initiatives
- Coordinate with local job fairs for recruitment
- Prepare job site incident escalation procedures
- Track project environmental footprint
- Coordinate with specialty bricklayers
- Prepare job site utility backup plans
- Track project carbon offset initiatives
- Coordinate with telecommunication providers for site setup
- Prepare job site biodiversity preservation plans
- Track project employee turnover rates
- Coordinate with scaffolding design teams
- Prepare job site flood risk assessments
- Track project collaboration software usage
- Coordinate with specialty facade installers
- Prepare job site temporary road access plans
- Track project social media engagement
- Coordinate with government agencies for site inspections
- Prepare job site water conservation strategies
- Track project team morale and engagement
- Coordinate with energy management consultants
- Prepare job site winterization plans
- Track project compliance with local labor laws
- Coordinate with local utility companies for metering
- Prepare job site heat stress prevention plans
- Track project materials storage conditions
- Coordinate with specialty tile installers
- Prepare job site land use impact assessments
- Track project dispute resolution processes
- Coordinate with fire-resistant material suppliers
- Prepare job site electrical safety plans
- Track project compliance with building codes
- Coordinate with lighting control system installers
- Prepare job site dust control strategies
- Track project delivery milestones
- Coordinate with local emergency response teams
- Prepare job site water drainage plans
- Track project progress against the critical path
- Coordinate with arborists for tree removal permits
- Prepare job site erosion control measures
- Track project subcontractor availability
- Coordinate with interior design teams for material selections
- Prepare job site noise abatement plans
- Track project equipment usage efficiency
- Coordinate with waste management companies for recycling
- Prepare job site temporary shelter plans
- Track project permit renewals
- Coordinate with local vendors for on-site services
- Prepare job site wildlife protection plans
- Track project punch list re-inspections
- Coordinate with site lighting designers
- Prepare job site fire prevention strategies
- Track project supply chain reliability
- Coordinate with local artisans for custom work
- Prepare job site working hour compliance plans
- Track project team training needs
- Coordinate with legal teams for contract reviews
- Prepare job site chemical safety plans
- Track project financial audit readiness
- Coordinate with interior landscapers
- Prepare job site evacuation route plans
- Track project water usage compliance
- Coordinate with renewable energy consultants
- Prepare job site chemical spill response plans
- Track project stakeholder meeting schedules
- Coordinate with utility companies for emergency power
- Prepare job site data collection protocols
- Track project water runoff compliance
- Coordinate with project managers for task delegation
- Prepare job site lightning protection plans
- Track project energy consumption trends
- Coordinate with building automation system installers
- Prepare job site wind load assessments
- Track project contractual obligations

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- Coordinate with interior finishing contractors
 - Prepare job site waste management audits
 - Track project employee time sheets
 - Coordinate with specialty roofing material suppliers
 - Prepare job site temporary power supply plans
 - Track project sustainability certifications
 - Coordinate with demolition waste recycling services
 - Prepare job site material staging plans
 - Track project employee certifications and renewals
 - Coordinate with custom cabinetry makers
 - Prepare job site first aid response protocols
 - Track project closeout document submission
 - Coordinate with civil engineers for grading plans
 - Prepare job site material delivery schedules
 - Track project dispute resolution processes
 - Coordinate with structural engineers for load testing
 - Prepare job site landscape preservation plans
 - Track project equipment certification renewals
 - Coordinate with site electricians for temporary lighting
 - Prepare job site water testing schedules
 - Track project construction waste diversion rates