

This position performs essential project management tasks such as updating project schedules, processing submittals and RFIs, assisting with coordination, project delivery and close out.

Responsibilities

- Identify and pursue new business development opportunities and maintain positive client relationships.
- Prepare cost estimates including quantity take-offs and pricing.
- Participate in bid follow up.
- Assist in project administration tasks.
- Maintain updated construction documents.
- Process submittals, Requests For Information (RFIs)
- Support project managers with forecasting materials and equipment procurement
- Monitor project schedules to meet deadlines.
- Initiate, review and negotiate change orders with project manager approval.
- Oversee close-out process including completion of punch list and warranty submission.
- Collaborate with field teams to manage changes.
- Other duties and responsibilities as assigned.

Qualifications

- Bachelor's degree in engineering, construction management or related field highly preferred
- 0-2 years' experience in the construction industry
- Ability to travel for job assignments.
- Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedules.
- Ability to understand and solve complex challenges and to present alternative solutions.
- Demonstrated leadership and interpersonal skills.
- Excellent communication skills - both written and verbal
- Proficiency with computer applications including Microsoft Office
- Key success factors include passion for the industry, self-motivated, strong work ethic, time management, organized, detail-oriented and creative.
- Ability to learn new technology utilized in project management.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Preferred Candidates Will Also Possess The Following Skills

- Professional demeanor
- Strong problem-solving skills
- Ability to develop strong working relationships
- Reliable and dependable
- Positive attitude and ambition
- Continual determination for self-improvement
- Adaptable and persistent

Working Conditions

- The Project Engineer's work is primarily performed indoors out of corporate office; occasionally outdoors in various weather conditions with some exposure to health or safety hazards, including noise level may range from moderate to loud.
- Light physical effort is required, including the handling of objects up to 25 pounds and some standing, walking, sitting, talking and/or hearing.
- Position may require travel.
- Environment will be demanding and fast paced; number of hours typically worked in a workweek may exceed 40 hours per week.
- Position requires frequent, high-level of autonomy as it relates to decision-making that impacts company results.

Compensation

- Pay Type: Salary
- Pay Range: \$60,000 to \$75,000 per year, based on qualifications and experience.

Please submit resume to:

Julie Anderson at julie@aaawpg.com