

Project / Estimating Assistant

Job Summary

At Araco we are continuously seeking more productive and efficient methods to perform our scope of work. We achieve this by remaining open minded, listening, and researching processes to improve our company and its operations.

The project assistant will play a vital role in the process of Araco's Projects. They shall directly support the estimation and project management team on various tasks and assignments. The ideal candidate is detail orientated with a demonstrated ability to multitask and prioritize as well as strong documentation, organization, and communication skills. This person will be responsible for processing, documenting, and dispersing accurate and reliable information for simultaneous projects. We seek a moldable person with an excellent attitude and desire to grow within the concrete services industry.

1. Assists in project/ estimating schedules and planning and helps prepare necessary paperwork, plans or authorizations to execute upcoming work.
2. Assists the project team following set workflow sequences involved in all processes within scope of the project and adapts to schedules and work tasks accordingly.
3. Assists in preparing Basic Estimate Proposals as need with insight and help from Estimator/Project Managers
4. Assists in Reviewing ASI (Architectural Supplemental Information), RFI (Request for Information), Plan Changes for cost impacts, with help from Estimators/Project Managers.
5. Calculates material quantities such as concrete and rebar as needed and prepares change orders as needed.
6. Communicates with upper staff, project manager, and supervisors regarding project schedules, materials, equipment, subcontractors, specifications, drawings, and project conditions
7. Downloads assigned project, blueprints, specifications, and related documents
8. Pulls Permits as needed & Utilizes Colorado Locates whenever we plan to do re-work or excavate
9. Organize and file awarded projects and coordinate job start with Estimator/Project Managers & field Superintendents.
10. Provide clerical support and documentation of construction activities. Develops and maintains customer relationships to enhance company's ability to secure projects, reduce risk, and ensure operational efficiency
11. Helps Prepare special reports by collecting, analyzing, and summarizing job data for profit and loss purposes.
12. Performs special projects and completes all other duties as assigned or requested for the broad support of the organization
13. Track Jobs from contract to completion within Company Software, updating job file with change orders/ credits and other pertinent details.
14. Request and Submit Submittals, MSDS, ETC.
15. Establish Safety requirements per project and fulfill all requirements
16. Make attendance to scheduled meetings with customers, suppliers, staff, and crews

17. May travel to sites for new and in-progress projects as needed for bids or information within our region of work, all travel will be compensated.

Required Qualifications

- Bachelor's Degree in Civil Engineering or equivalent similar construction field of study (or Student who is nearing their degree completion) Other degree types, or trade schools will be considered based on experience.
- Proficient in General and Advanced Math and Formulaic usage understanding.
- Proficient with Microsoft Office Suite (Word, Excel, and Outlook)
- Experience reading and interpreting blueprints (Either in Class or Field Internship)
- Familiarity with construction terminology, practices, materials, means, methods, and techniques
- Excellent communication and interpersonal skills with the ability to communicate effectively with all levels of the organization, as well as with customers and vendors
- Capable of learning web-based project management and estimating software tools
- Detail oriented with the ability to efficiently analyze and organize information about plan layouts, material deliveries and jobsite production
- Sense of Urgency to meet deadlines and multi-task in fast paced environment
- Astute in Problem Solving and trouble shooting
- Ability to make and stand behind decisions, accountability for the work produced
- Will have a valid Colorado driver's license to drive to and from primary office and job sites, as necessary.
- Bilingual is a plus, but not a requirement
- Include on your resume what computer programs you have experience with and at what level such as beginner, moderate, expert

Other Information

Hours will be Monday - Friday 7:00 am - 5:00 pm with 1-hour lunchbreak

Employee will accrue 1.54 hours of PTO time per week worked

6 Paid Holidays

Optional Health/ Dental 50% paid my employer

Job Type: Full-time

Benefits:

- Dental Insurance
- Health Insurance
- Paid Time Off

We are an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business need.

COVID-19 considerations

Each employee has disinfectant wipes for their areas and hand sanitizer, each is provided with a mask and there is a sanitation station at the front desk for anyone who enters.

Araco Contact Information

We thank you for your interest in the Project/ Estimating Assistant Position please send all cover letters and resumes to samantha@aracoconcrete.com