



Position: Project Assistant

Since 1987, Shames Construction Company has served as a premier commercial general contractor; committed to surpassing the expectations of its clients, subcontractors and suppliers through integrity, professionalism and service. We are a family-owned and managed company that prides itself on providing competitive prices and a quality product. Headquartered in Northern California, with offices in the Denver metro area, we can manage projects throughout the western United States.

We are seeking a **Project Assistant**, based in our Lone Tree – Colorado office. Preferably seeking a recent graduate looking to gain invaluable experience at a local commercial general contractor that builds big box retail, grocery, restaurants, industrial, warehouse and entertainment projects in the CO, NM, and CA markets. If already an experienced professional, would prefer a min. of 2 years in project administration.

This position will include, but are not limited to supporting Operations with: contract administration, managing submittals, processing field work directives (change orders), handling close-out, meeting minutes, assisting Project Managers with material orders, and coordination between the project field staff and the office.

Prerequisites: Proficient in software programs such as - Word, Excel, Outlook, Bluebeam, ProCore or other construction management software. Must be a self-starter, assertive, highly organized and detail-oriented, able to manage multiple tasks simultaneously and have a strong work ethic. Other qualities include the ability to work and communicate effectively and appropriately with individuals at all levels; strong written communication skills; as well as the ability to make sound, objective decisions in a fast paced environment. Bachelor's degree in Construction Management or graduated from an accredited college or university preferred.

The majority of the work in this position is completed in an office setting. This is a full-time position. Competitive salary and comprehensive benefits offered.

Salary range: \$40,000 - \$65,000, depending on previous experience and/or education. A valid driver's license and proof of employment eligibility will be required.

Please email your resume in Word or PDF format. Email your resume with a brief cover letter to: jobs@shames.com. No phone calls please.

Thank you for your interest in Shames Construction Company, for more information visit our website at www.shames.com. (303) 253-3200 – 9364 Teddy Lane, Suite 202, Lone Tree, CO 80124