JUNIOR PROJECT ENGINEER

A well-established company in Las Vegas for over 30 years is seeking a Junior Project Engineer with a minimum of three (3) years of experience to join our team.

Key Responsibilities

- Maintain accurate contract documents, including specifications, drawings, and addenda.
- Perform quantity take offs and assist the estimating process.
- Maintain Shop Drawing and Submittal Log.
- Expedite the flow of information between Owner, Architect and Contractor, i.e. shop drawings, changes to the work, addenda, etc.
- Prepare Owner and Subcontractor change orders for Project Manager approval.
- Maintain subcontract, insurance, submittal, as built, maintenance and warranty logs for projects.
- Assist in monitoring and updating schedules.
- Provide word processing, copying, distribution, and dictation of all correspondence.
- Set up and maintain job files and distribution; both electronically and hard copy.
- Assist the Project Manager and Superintendent.

Job Requirements

- Excellent organizational skills with strong attention to detail.
- Excellent verbal and written communication skills.
- Strong proficiency in Microsoft Office including Excel, Word and Outlook.
- Must be able to work effectively as part of a team and independently.
- Familiarity with legal and construction terms.
- Ability to multi-task efficiently and effectively to achieve deadlines.
- Ability to establish and maintain effective relationships with clients and team members.

Education

- BS/BA Degree in Construction Management, Civil Engineering or related field required.

Salary based upon experience and position knowledge.

Responses must include résumé