Job Description

Civil Engineering Estimating Assistant: Main job duties include quantity generation in assistance of estimating staff. This may include multiple estimators and/or project managers. Multiple software programs are used to generate material quantities, crew rates, production values, equipment needs, and anything else required in preparation of a thorough proposal. Relevant skills:

- Proficient in use of computer and multiple programs
- Ability to read and understand improvement plans (this is helpful but not a requirement for hire)
- Means of transportation to and from work
- Eager to work and learn
- Pride in your work
- Fun and upbeat behavior
- Must be enrolled in school

Typical work schedule is Monday-Friday 7:30-3:30.

Please contact our office if interested.
Gena Martinez
702 651 8100
GMartinez@contractoraccounting.us