ESTIMATING ASSISTANT PT

Posting ID: EM16A01328

Company: Larry Methvin Installation Inc.

Position Type: Part-Time

Company Website: http://www.larrymethvin.com/

Work Location: Las Vegas

Salary:

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Computer Science (CS)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

We are seeking one person to assist in day to day operations. You will be tasked with administrative duties assisting our Estimating dept. This position is Part-time with a flexible schedule that will allow you to continue your studies. The average work day will be 4 hours long.

Roles and Responsibilities

- Proficient in Microsoft Office suite
- Exceptional written and verbal communication skills
- A strong attention to detail and organization
- Ability to read construction plans is a plus but not necessary
- Must work well in a team setting
- Must be a self-starting and motivated individual

Education and Qualifications

ENTRY LEVEL/ SEE "ROLES AND RESPONSIBILITIES"

Preferred Skills

In this entry level position you will be introduced to the construction industry. This position would be best suited for students studying Construction Management, Business Administration, and Engineering; however, any major is encouraged to apply.

How to Apply

If you feel that you would be a good fit for this position please email your resume and cover letter to:

Gary Hoffman III