



INTERNSHIP & CAREER SERVICES

HOWARD R. HUGHES COLLEGE OF ENGINEERING

PROJECT ADMINISTRATOR JOB OPPORTUNITY

Posting ID: E041216

Company: Martin-Harris Construction

Company Website: <http://www.martinharris.com>

Job Title: Project Administrator

Work Location: Las Vegas, NV

Position Type: Full-Time

Salary: N/A

College Major(s): CEE & CEM

College Level(s): Senior & Graduate Student

OVERVIEW

Martin-Harris Construction is looking for a new project administrator to join the fast paced and always exciting special projects division.

Roles and Responsibilities

As a project administrator, you will be part of the project team for various construction projects. Tasks include issuing contracts, change orders and attending meetings and taking meeting minutes.

Qualifications and Education Requirements

Interest in construction. Ability to multi task. Great communication skills. Great computer skills. Ability to learn new tasks quick and be proficient.

Preferred Skills

Graduating Spring of 2016 from the Civil Engineering or Construction Management program.

Where to apply

Send Cover Letter and Resumes to kimberly.sierra@martinharris.com.