ENTRY LEVEL PROJECT COORDINATOR/MANAGER

Posting ID: EM19031525

Company: ECS

Position Type: Full-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM)

Company Website:

Work Location: Las Vegas

Salary: DOE

College Level(s): Undergraduate-Senior, Graduate Student, Alumni

OVERVIEW

PAR Electrical Contractors, Inc., based in Kansas City, Missouri, is a high-voltage construction company with projects underway across North America. PAR is a subsidiary of Quanta Services, Inc. (NYSE:PWR). PAR is the largest high-voltage union contractor in the US. We offer competitive salaries, 401(k)’s, a generous health plan, and challenging career opportunities with a financially solid company. PAR’s employees are the reason for the success of the company. Our reputation attracts the highest quality personnel, people who are committed to producing projects that set a standard for excellence. At PAR, we build the riskiest, most difficult, complex jobs we can find and we hire people who thrive on tough work and demanding opportunities.

Position Description:
PAR’s regional office in Las Vegas, Nevada is seeking a self-motivated Entry Level Project/Construction Manager. The primary role of this portion will be to support Project Management and Estimating. Responsibilities will support the safe completion of their project within budget, on schedule, meeting the Company's quality standards, and meeting the Owner's satisfaction. It is their responsibility to initiate any action necessary to achieve the above objectives and ensure that all project activities are consistent with Company policy. Experience in the heavy construction industries highly preferred. The successful applicant will work on a part time basis but may work up to 40 hours in a week. The hours will be somewhat flexible and consistent, but workload and responsibilities will be directly tied to current workload and estimating needs. This position is will be a full time position, but the successful candidate may be able to start on a part time basis and transition into a full time position.

Roles and Responsibilities

Estimating
- Receipt and coordination of bid documents from customers
- Track and report on all bids received
- Tracking response requirements and assignments
- Setting calendar notifications for proposals
- Proofreading submittal documents

Marian Mason | Internship & Career Services Coordinator | coecareer@unlv.edu | https://unlv.edu/engineering/jobs

UNLV, Howard R. Hughes College of Engineering
- Assist in building schedules and other response documents such as resumes, references, and proposal letters

**Project Coordination**
- Receipt and tracking of all project documents
- Setting up of budgets
- Assist in tracking of project progress
- Assist in the development and tracking of change orders
- Project document controls/tracking for project closeout

**Education and Qualifications**
A base knowledge of Project Management and Estimating practices. For project management these will include: contracts; budgeting; purchase orders, work order, and other work authorizations; change orders; and project controls. For estimating the candidate should have a basic knowledge and grasp of: contracts; risk assessment; control processes; and document tracking or controls. The candidate should be proficient in Excel, Word, Adobe PDF, and Outlook. Knowledge of Microsoft Project and/or Primavera is beneficial.

**Preferred Skills**
None, but some experience is a plus.

**How to Apply**
Interested candidates can send resumes to James Skinner at jskinner@parelectric.com and Matt Clogston at mclogston@parelectric.com

**Please put RESUME-Project Coordinator/Manager in the subject line.**