PROJECT MANAGER/ENGINEER

Posting ID: IN1761853B

Company: Harris Associates General Contractor

Company Website: http://harrislv.com

Work Location: 6625 S. Valley View Blvd., Su 208 Las Vegas, NV 89118

Position Type: Part-Time

Salary: $12.00 - $20.00 Per Hour (DOE)

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

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

OVERVIEW

Commercial general contractor practicing in good standing in Las Vegas for 35 years. Specializing in restaurant, retail, office, hospitality ground ups and tenant improvements. We're looking for candidates who are willing to learn, be part of a team environment and excited to be working in the construction industry.

Roles and Responsibilities
Developing daily project reports, learning document control for projects, developing construction bid analysis forms, updating project drawings, learn and use of project management software, develop scope of work documents for projects, process request for information and submittals, evaluate change orders, update project schedules, filing and scanning, develop spreadsheets and meeting minutes, develop procurement logs.

Education and Qualifications
Undergraduate Junior, Senior and graduate students

Preferred Skills
Excel, Primavera, PG, Plangrid

How to Apply
Submit cover letter with qualifications and references to Tom Patterson @ Tomp@harrislv.com

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

UNLV, Howard R. Hughes College of Engineering