OVERVIEW

Elcon Corporation, an EEO contractor, was founded in 1981 with a charter to provide quality electrical contracting services. Since that time, Elcon has developed a reputation as a capable and professional contracting organization and its successes in the core electrical business have led to diversification into related construction fields. Today Elcon serves a varied customer base and the company maintains a strong presence in power distribution and transmission, traditional electrical contracting, and general construction services within the Pacific Northwest. Elcon Corporation has experienced reliable and sustainable growth in headcount and revenue. Elcon is a federal contractor strongly encouraging minorities and women to apply. You can learn more about Elcon Corporation by visiting: www.elconcorp.com.

Roles and Responsibilities

JOB SUMMARY:

The Assistant Project Manager is responsible for providing overall administrative and construction support for our Project Management Team to ensure the progress and success of the construction projects.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

• Provide assistance to the Project Manager and Project Superintendent as requested to help in overall administration and coordination of the project.
• Manage all aspects of project documentation in accordance with project specifications and Elcon standards including submittals, RFI’s, Owner and Maintenance manuals.
• Maintain all work order, change order, submittal and document control logs.
• Prepare warranty letters and keep warranty log up to date.
• Responsible for preparing and pricing work orders.
• Pull permits and arrange permit inspections.
• Assist electricians with a wide variety of administrative tasks.
• Produce panel and cable labels.
• Perform material take offs and quantity verification from project plans and drawings.
• Assist in soliciting quotes from suppliers and subcontractors.
• Purchase order and material documentation management.
• General administrative duties.
• Project manager directed activities as delegated.

Education and Qualifications

QUALIFICATIONS:
• Willingness to learn new skills and technologies. Be a self-starter and problem solver.
• Ability to effectively communicate in a timely and professional manner with managers, employees, vendors and others both written and verbally.
• Ability to proactively manage responsibilities and a fluctuating workload.
• A positive and collaborative attitude.
• Strong computer skills including Microsoft Office Suite (Excel, Word, Outlook), Microsoft Project/P6 and Bluebeam/Adobe.

EDUCATION/EXPERIENCE:
• Minimum two years’ experience in a construction-related role.
• Bachelor’s degree in mechanical engineering or construction management.
• Can be a combination of training, education and relevant work experience that is equivalent.

How to Apply
hrle99@gmail.com

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