ENTRY LEVEL CIVIL ENGINEER

Posting ID: EM176264C6
Company: JLM Strategic Talent Partners
Position Type: Full-Time
Company Website: http://www.jlmstrategic.com
Work Location: Las Vegas, NV
Salary: $21/hr
College Major(s): Civil Engineering (CEE), Construction Management (CEM)
College Level(s): Undergraduate-Senior, Graduate Student, PhD Student

OVERVIEW

JLM Strategic Talent Partners is seeking a detail oriented Project Administrator for a major infrastructure project in Las Vegas, NV. The position requires an individual who can prioritize work effectively, adapt to the different working styles of the other members, and anticipate, communicate, problem solve, and plan for inevitable changes in his/her assignments, workload and deadlines.

Roles and Responsibilities
Schedule the trucks and record times of arrival and departure. Track material costs and quantities entering project sites. Heavy data entry of trucking and load information. Create reports based on monthly material costs and inventory. Properly correspond with project engineers to ensure information is correct. Support the trucking and civil departments as needed. Manage and organize truck tickets. Assist other engineering departments as assigned. Other administrative duties as assigned

Education and Qualifications
BS in Civil Engineer, Construction Management or related field is a plus. Strong data entry skills. Must be organized and have time management skills. Strong communication skills

Preferred Skills

How to Apply
Send resume to jobs@jlmtalent.com