ENTRY-LEVEL CIVIL ENGINEER

Posting ID: EM175063DB
Company: JLM Strategic Talent Partners
Position Type: Full-Time
College Major(s): Civil Engineering (CEE), Construction Management (CEM)

Company Website: http://www.jlmstrategic.com
Work Location: Las Vegas, NV
Salary: Depends on experience
College Level(s): Undergraduate-Senior, Graduate Student

OVERVIEW

JLM Strategic Talent Partners is seeking a detail-oriented Civil Engineer for an entry-level position on 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, anticipate, communicate, problem solve, and plan for inevitable changes in his/her assignments, workload and deadlines.

Roles and Responsibilities
Maintain logs to track equipment, maintenance, materials, and transportation
Work with Project Engineers to ensure the logs are updated correctly
Manage and organize filing systems
Reach out to vendors and coordinate with Project Engineers
Respond promptly and knowledgeably to RFIs
Work directly with others to properly route agreements, contracts, and invoices through the signature process
Provide assistance to the team as needed; research, data entry, etc.

Education and Qualifications
Advanced Microsoft Excel
Must have BS Civil Engineering Degree or related field
Knowledge of SAP is a plus
Strong written and verbal communication
Fast learner
Detail Oriented

How to Apply
Please send resumes to jobs@jlmtalent.com

Marian Mason | Internship & Career Services Coordinator | coecareer@unlv.edu | https://unlv.edu/engineering/jobs
UNLV, Howard R. Hughes College of Engineering