Construction Operations Assistant/Assistant Project Manager

Full-service construction company that specializes in underground utilities, treatment plants, and lift stations in the Greater Austin Area is seeking an experienced professional to join our team. With more than 10 years in the industry, we are expanding our operations and looking for a dynamic individual to grow with us.

IDEAL CANDIDATE
2+ year’s operations experience in an engineering and/or construction firm. Possess superior interpersonal skills, professional presentation, and exceptional organizational skills. Expert level of MS office suite (Word, Excel, and Microsoft Project)

Position Overview:
As an integral member of the operations management team, the primary focus and function of the construction assistant/assistant project manager is to perform various tasks assisting project managers and estimators.

Typical Duties:
1. Create correspondence, reports, forms or other material from rough copy, corrected copy, email, or electronic format.
2. Work on technical material, surveying, or other construction documents.
3. Assist with meetings and scheduling
4. Various other administrative tasks, as assigned by the management team.
5. Ability to work overtime, if necessary.

Qualifications:
1. Minimum 2 years’ experience in the engineering/construction field, can substitute experience with a degree in construction management or civil engineering.
2. Must have a professional demeanor with superior interpersonal skills over the phone and in person.
3. Must be able to thrive in a fast-paced, results-driven, ever-changing environment.
4. Intermediate to advanced proficiency with Microsoft Word, Excel, and Microsoft Project.
5. Excellent proofreading, editing, and organizational skills.
6. Keen attention to detail.
7. Exceptional organizational and prioritizing skills.
8. Technical aptitude is a must.
9. Highly flexible and able to work efficiently in a high-volume, deadline-driven environment.

If interested, please submit cover letter, resume, and three references to testing@crultd.com.