

PROJECT ENGINEER

JOB DESCRIPTION

EMPLOYEE OWNED, Innovative, Fast-paced & growing Commercial & Healthcare General Contractor is looking for an individual with the right attitude and skills to join our dynamic team. We are looking for an experienced Project Engineer with excellent organization and problem-solving skills. Must have commercial construction experience. The ideal candidate must possess a good work ethic and have the ability to work both independently and as part of a team.

Benefits Offered: Full Medical, 401K, ESOP

Employment Type: Full-Time, Salary

A Great Fit?

- Are you high detail, precise and a self-directed individual who works well in a fast-paced team environment? Are you looking for a stable & reliable company? We are a customer-focused, commercial general contractor seeking top performing project coordinators. Successful candidate must be an energetic, self-starter with a **minimum of 5+ years of commercial construction experience in a project management support role. The ability to read and comprehend construction drawings & specifications a plus.**

We offer a great working environment and a generous benefits package which includes: fully paid medical for employee, PTO, and paid holidays and 401K with company matching.

Responsibilities

Support the Project Managers & Project Superintendents to ensure all documentation activities within the project are completed as expeditiously as possible.

Assist PMs and PreCon Manager prepare budgets & support estimating efforts and subcontractor procurement and buy-out.

Effectively and accurately communicate relevant project information to the client and project team

Review submittals and maintain tracking log

Draft, issue and track subcontracts and change orders

Verify & track all subcontractor insurance and licensing is up to date at all times

Issue & track RFIs

Monitor, verify and expedite material and equipment deliveries

Provide project document control

Prepare and distribute meeting minutes

Manage project close-out documentation

Requirements

Minimum of 5+ years of COMMERCIAL CONSTRUCTION EXPERIENCE in a project management support role.

The ability to read and comprehend construction drawings & specifications is mandatory.

Highly organized with the ability to work with multiple managers, manage multiple projects and meet deadlines

Strong written and verbal skills

Healthcare experience is a plus.

Procore Experience a plus.

Applicants can apply by sending their resume to resumes@ibcaz.com.

About Integrity Building Corp:

Founded in 2005, Integrity Building Corp (IBC) is dedicated in our search to find & support team members who want to make a difference. We are looking for enthusiastic, talented construction professionals to join our team and become another one of our successful employee-owners. We are a top-ranked Commercial General Contractor; an Employee-owned (ESOP) business and an Equal Opportunity Employer.