

Construction Project Engineer Entry Level Job Summary

Qualifications for Office Engineer

- Self-motivated, possesses strong leadership and communication skills
- Ability to adapt and learn quickly in a fast paced environment
- Transparent, accountable with good judgment and strong operation focus
- Ability to prioritize and manage time.
- Degree in Construction Management or Civil Engineering preferred.
- 2 years of construction related experience with a General Contractor preferred.

Job Summary and Responsibilities – Office Engineer

- Basic knowledge of plan reading, ability to learn quickly how to read contracts, plans and specs.
- Coordinate, review and process RFIs
- Coordinate, review and process Submittals
- Provide assistance and support to the Project Engineer
- Coordinate and facilitate procurement of construction materials
- Perform Quality Control / Quality Assurance checks
- Document Control (RFIs, Submittals, Change orders, Etc...)

End