

PROJECT ASSISTANT

COMPANY BACKGROUND: Kirby Nagelhout Construction Company is a Central Oregon based, regional General Contractor and Construction Manager experienced in all types of commercial construction including educational, office, mixed use, higher education, industrial, multi-family, hospitality, religious, and many other types of facilities. KNCC provides preconstruction and construction management services and all team members work in both aspects. We are builders at heart and truly emphasize owner satisfaction, quality, and safety on our projects. We are looking to hire excellent people looking for a long term career constantly striving to make their projects and the company great. We have offices in Bend, Portland, and Pendleton and currently have opportunities available our Portland office.

JOB DESCRIPTION:

- Project Closeouts - Reviews specs and makes requests to sub-contractor in order to compile O& M's manuals.
- Project Start Up - Enters job set up information in project management software for transfer to the contract. Sets up drawing and certified payroll logs. Sets up sub-contract documents including, but not limited to, exhibits, pay applications, contracts, change orders and other documents as required per job. Enters budgetary tracking for Project Managers.
- Subcontracts - Issues and tracks all subcontracts and purchase orders to insure all completed documentation is received and accurate. Issues and tracks all internal change orders. Tracks all certified payroll reports and public works bonds for compliance and accuracy with current prevailing wage law.
- Posts and tracks RFI's in project management software and possibly external databases as well, depending on the job. Processes owner changes as needed.
- Overall assisting Project Managers with full project management and other administrative duties as required per job.
- Front office coverage as needed on rotating, pre-scheduled basis.

BASIC QUALIFICATIONS:

- 3+ years' experience in a project assistant role or other relevant experience preferred.
- Advanced computer skills in MS Office, including Excel, Word, Outlook, and Project.
- Intermediate to advanced knowledge of Sage CRE preferred, but not required.
- Working knowledge of certified payroll and applicable prevailing wage laws.
- Must have strong organizational skills and be able to work self-sufficiently, as well as self-direct daily tasks.
- Must be extremely detail oriented.
- Must have ability to effectively interface with all levels of internal and external co-workers.
- Ability to multi-task and prioritize such tasks within company required deadlines.
- Work with a high level of accuracy and an extreme attention to detail.
- Must be dependable and have regular and timely attendance to ensure team environment.

COMPANY OFFERINGS:

- A pleasant work environment with a great team.
- Competitive pay.
- Paid Holidays, paid time off, and other great benefits.
- Group insurance plans, including health, pharmacy, vision, dental, health reimbursement accounts, and life insurance coverages available starting after 30 days of employment.

This is an immediate opening. For consideration, please email resume and cover letter, including your salary expectations and availability to start work.