Position Information

No of Openings: 1

Days/?hours/duration of job: M-F; Hours are Flexible

Wage/?Salary: $12.00 per hour

Employment Start Date: 8/22/2014

Employment End Date: 12/31/2014

Job Description:

- Prepare bid notices
- Maintain submittals
- Maintain schedules
- Expedite and/or hand deliver critical items
- Obtain/organize closeout documents
- Distribute punch lists
- Assist project manager in obtaining permits required by municipal, county, and state agencies
- Help project manager establish a submittal drawing log and maintain throughout life of project
- Send notices to subcontractors requesting required submittals/samples for approval with deadline
- Notify project manager and superintendent of subcontractors that ignore or delay submittals
- Input progress schedule information obtained from superintendent and project manager
- Print, update, distribute progress schedules as directed by superintendent and project manager
- Visit jobsite to become familiar with project status and gain experience with construction process
- Notify project manager of abnormal situations or activities
- Attend some meetings as requested by project manager or in absence of project manager
- Obtain and organize closeout documents assembled in binder form for owner record keeping
- Contents typically defined within specifications, but at a minimum should include: (1) all warranty information (2) owner maintenance manuals for mechanical, electrical, and/or other equipment (3) specific selection information for flooring materials, hardware, brick, glass, or other items that could be duplicated in the future
- Distribute punch list to subcontractors, assist in monitoring, coordinate with PM and accounting
- Assist project manager and superintendent to help maintain owner satisfaction

Qualifications:

- Bachelor's degree.working towards degree.or equivalent experience in construction
- Entry-level position-Open to all Engineering Majors
- Could be part-time or full-time
- Comfortable in a fast-paced, deadline-oriented environment
- Microsoft Word and Excel
- Computer skills
-Must be able to work in the U.S. on a permanent basis

**Application Instructions:**

Please provide a cover letter outlining your qualifications and experience along with your resume.

**Send to:** Claudia Rybicki  crybicki@frankrewold.com

**Job Location City:** Rochester, MI