

## Project Engineer/ Assistant Project Manager

### Description:

C. Erickson & Sons, Inc. is seeking an experienced and qualified full-time **Project Engineer or Assistant Project Manager**. This person will be responsible for assisting Project Managers on multiple projects or leading small-scale projects from preconstruction through construction and closeout.

### Responsibilities:

- Assisting with developing cost estimates, preparing scopes of work, procuring bids, and de-scoping subcontractors
- Reviewing drawings and providing input on constructability
- Developing and distributing meeting minutes, submittals, RFIs, change orders, billings, punch list, and project closeout information
- Ordering and tracking materials in coordination with field staff
- Updating construction schedules
- Communicating with field and project staff daily to stay abreast of project progress

### Qualifications:

Must be able to manage and maintain positive relationships with clients, architects, subcontractors, and vendors. Candidate must be a team player with strong communication, follow-through, multi-tasking, and software skills.

#### *Education*

Bachelor's Degree or equivalent and experience in the construction industry of 3+ years.

#### *Software Proficiency*

Microsoft Office Suite (Outlook, Word, Excel) and experience with scheduling, project management, and construction editing software required (Microsoft Project, ProCore, and Bluebeam, preferred).

Please send cover letter, resume and project references to [dsutton@cerickson.com](mailto:dsutton@cerickson.com)

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*Erickson is a mid-size, Construction Management and General Contracting firm based in Center City Philadelphia. We offer a competitive salary commensurate with experience and an excellent benefits package. Erickson is an Equal Employment Opportunity (EEO) employer.*