

NARDI Construction

<http://nardiconstruction.com/job/project-assistant/>

Project Assistant

Job Benefits

NARDI Construction, Inc. is an established dynamic and challenging Commercial General Contractor, looking for hard working, motivated and intelligent individuals interested in furthering their career. We offer competitive salaries and excellent benefits including health, vision, dental, and 401K. Our diverse portfolio enables any construction management professional the chance to have an enjoyable and satisfying professional experience here at NARDI.

Description

As a Project Assistant here at NARDI Construction, Inc., you will be the immediate/direct assistant to the Construction Project Manager. Otherwise known as an Administrative Assistant, your responsibilities will include: All correspondence, Owner contracts, subcontracts, RFI's (requests for information), RFP's (requests for proposals), change orders, submittals, transmittals, construction schedules, as well as administrative duties, such as filing and typing. You will work closely with field personnel, as well as your project manager. Team work is an essential and vital aspect to the success of each and every project.

Qualifications

- MUST be proficient with all Microsoft Office applications, including Microsoft Project. Experience with Star Builder and Star Project software a plus.
- MUST be organized, able to multi-task, while keeping up-to-date with all filing and correspondence on a daily basis.
- Working knowledge of standard office machines such as copier, fax and phones also required.

Contacts

Please e-mail or fax resumes to:

E-Mail: MJK@nardiconstruction.com

Fax: 301-470-6207

Beginning of employment

June 1

Job Location

Beltsville

Date posted

May 24, 2018