

Subcontractor / Manufacturer in the specialty fire door industry is looking for Assistant / Entry level Project Engineer.

We are looking for someone who is friendly and can work under pressure as well as being comfortable speaking and leading our office staff. Our office is located in Huntington Beach, CA. and our office hours are Monday through Friday from 8 AM -- 5 PM.

**Responsibilities will include (but are not limited too):**

1. Assist Vice President of Operations with special assignments
2. Setup all Contractor & Bid Repair project – Setup Project Numbers QuickBooks and logs.
3. Assist with insurance requirements when required
4. Send Preliminary Notices for all projects
5. File Liens and Stop Notices as required
6. Assist Administrative Assistant with Pre-qualification forms if falling behind and requires help.
7. Follow all project administration from distribution of contracts to Administrative Manager, Project Estimator / Manager
8. Assist Project Manager in any projects as required
9. Verify project field folder is in order with up to date project shop drawings along with returned submittals
10. Keep project timeline in order on job setup through weekly meetings
11. **Coordinate with VP of Operations and/or Project Manager with respect to field scheduling, equipment rentals, and at times field measuring with Superintendent**
  - **Ensure that all daily reports are being completed by foreman**
  - **Assist with field related problems if required**
  - **Coordinate project equipment rentals**
12. Verify with Safety Manger that all safety forms and manuals have been sent to client and up to date.
13. Keep track of change order logs. Distribution, follow-up and signings as well as completion
14. Handle all badge requirements
15. In Charge of all shipping logistics which is not limited in receiving quotes. Coordinate with manufacturers with shipping schedules
16. Complete and distribute all closeout documents

**Qualifications:**

- Excellent verbal and written communication skills
- QuickBooks Experience is a plus
- Strong knowledge of MS Office
- Spanish Speaking Strong plus
- Highly detailed with strong organizational skills
- Ability to work in fast paced environment
- Must be legally eligible to work in United States

Please click reply to email resume, we will contact those applicants with the experience that most fits our organization's needs.

Probation - 2 months

Health benefits available

401K Plan