



### **Civil Construction Assistant Project Manager**

At Mid City Corporation, we are constantly striving to provide exceptional customer service while tackling the most challenging of problems for our clients. As a Civil Construction Assistant Project Manager, you will work with project managers on infrastructure projects. We are looking for a driven, client-focused assistant project manager to grow with our team. The selected candidate will have significant growth potential with this position preparing the candidate for a position as a project manager.

### **Tasks**

- Review RFIs, submittals and shop drawings
- Create and update project and crew schedules
- Perform quantity take-offs
- Completion of preconstruction tasks including permitting and locates
- Maintain constant communication with project managers to ensure successful execution of projects

### **Qualifications**

- 2-3 years of prior civil construction experience
- Interest in working on small and large construction projects
- Excellent verbal and written communication skills
- Ability to read and interpret plans and specifications
- Ability to multi-task and regularly change focus to address most urgent needs
- Proficiency in Microsoft Office Suite
- Experience using construction estimating software
- Valid drivers license

### **Desired Skills**

- Bachelors Degree in civil engineering, environmental engineering, or construction management or equivalent industry experience
- Proficient in Autocad

Mid City is an equal opportunity/affirmative action employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status, disability, sexual orientation, gender, or any other class protected by law.