

Job Opportunity-Summit Line Construction

To Apply

Email resume to: hr@summitlineconstruction.com

Project Assistant

Company

Summit Line Construction is one of North America's premier utility construction companies. Summit Line operates from our headquarters in Heber City, Utah and has completed projects all over the United States. Summit Line performs new build, design build, and maintenance services for both the public and private sector utilities. Summit Line offers construction and maintenance services in a variety of utility markets including transmission, distribution, substation, drilling, and associated electrical. Summit Line is an Equal Opportunity Employer and participates in E-Verify.

Position

The Project Assistant provides administrative support to the project management team, from; clerical, and compliance duties, to schedules of value, billing, job cost accounting, submittals, and any other duties as assigned. This is a full-time position with benefits available. This position reports to the project administrator. Travel is required.

Key Responsibilities:

In addition to the items listed below, this position also requires other various tasks that may include but are not limited to: billings, submittals, compiling and submitting reports, job costing and cost code reporting and tracking, preparing and reviewing contracts, lien filings and releases, maintaining logs, and all other related items as assigned.

Set up projects

Processes shop drawings, RFP's, RFI's, SI's, Change Orders, and other documentation as assigned

Submit and record liens and lien releases

Prepare and reviews contracts, proposal letters and processes as required

Submit weekly reports to costumers

Prepare and maintain project schedules

Makes copies of correspondence or other printed materials

Create budgets and analysis in excel and in our accounting software
Prepares outgoing mail and correspondence, including e-mail and faxes
Coordinates and arranges meetings, prepares agendas when required
Organizes and maintains files, files correspondence and other records
Attends meetings, takes meeting minutes and transcribes meeting minutes
Composes and types routine correspondence
Prepare timesheets
Receipt of materials and interfacing with Procurement
 Receive and submit bill of ladings
 Inventory material
 QA Materials
 Assist Operations with placing orders through Procurement
Landowner Agreements
Laydown Yard Agreements
Assist with subcontracts and subcontractor coordination
Assist with Monthly Billings
Assist with Monthly Reviews
Assist with AP invoices
Assist with Change Orders
Call in and maintain Blue Stakes
Request PO's for Operations as Needed
Submittals
Labor Production Reports
Permits
Other duties as assigned

Requirements

Must pass mandatory drug and alcohol screening(s)

Excellent computer skills

Mathematical ability required; must be able to figure percentages, and keep all aspects of projects in balance

Excellent written and oral communication; including spelling and grammar

Three to five years administrative related experience and/or training; or equivalent combination of education and experience.

Must be able to interpret blue prints, schematics, drawings, and plan & profiles

Must be detail oriented with great attention to detail and strong analytical abilities.

Strong background with use of Microsoft Word, Excel, Project, and other associated software

Knowledge of the construction industry is very beneficial for this position.

Bachelor's degree in construction management or other related field would be beneficial.

Employment Type

Full-Time

City

Shelley, ID

Wage

DOE