



DATE

## OPPORTUNITY

Elford, Inc. has an opening for an Assistant Project Manager in the Project Management Department. The key responsibilities of the position are:

- Participate in the set up and maintenance of construction project management including planning, scheduling, budgeting prior to the start of the project.
- Assist in the coordination and expediting necessary to ensure proper and timely delivery of shop drawings and submittals, construction materials, change orders, pricing and related approvals.
- Create, update, and refer to RFI logs, submittal logs, bulletin schedules and start-up document checklists to expedite the shop drawings, submittals, construction materials, labor requirements, change orders pricing and related approvals.
- Coordinate, obtain, and communicate all required information for construction and installation of owner furnished equipment (e.g. mounting hinges, rough-in locations, blocking, supports, systems connections, etc.)
- Update and maintain contract drawings with new contract information received as bulletins, RFIs, ASIs, and proposal requests.
- Participate in the review of contractor and material supplier invoices, company invoices, change order pricing information, drawings and submittals.
- Assist in the coordination of activities with the Accounting and Estimating Departments and the company personnel assigned supervisory and/or support responsibilities.
- Assist in the maintenance of positive working relationships with subcontractors, customer material suppliers and other internal and external individuals having an interest in the success of the project.
- Maintain and update computerized project schedules.

**EDUCATION/EXPERIENCE:** Bachelor's degree or Associates Degree in Construction Engineering, Civil Engineering, Mechanical Engineering or allied discipline. Prefer 2-7 years experience in the construction industry. PC literacy required.

If you have the qualifications with the experience, and are interested in becoming a member of the Elford team, send your resume and salary history to: Human Resources Department, Elford, Inc. 1220 Dublin Road, Columbus, Ohio 43215-1008, fax to 614-487-6590 or e-mail to [car@elford.com](mailto:car@elford.com) by no later than **DATE**.

*Elford, Inc. is proud to be an Equal Opportunity Employer  
and an Equal Opportunity Employer of individuals  
with disabilities and veteran status.*