



HANLINRAINALDI
C O N S T R U C T I O N

FOR IMMEDIATE RELEASE March 5, 2018

ASSITANT PROJECT MANAGER POSITION

Hanlin Rainaldi Construction Corp is interviewing for the position of Full-Time Assistant Project Manager. The position requires a self-motivated, detail-oriented, and dedicated individual. Successful candidates will be self-starters and highly motivated. Our goal is to train and educate the right candidate for potential transition to a project managers role within our company.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Direct report to project managers
- Prepare contracts and purchase orders
- Follow up with subcontractors regarding project paperwork as needed
- Track and update insurance certificates
- Procure, review and manage submittal process
- File certificates, contracts, purchase orders
- Assist with accounts payable and receivable
- Work with project team and manager(s) as directed to achieve departmental objectives.

QUALIFICATIONS

- Experience in the construction industry is a plus
- Administrative experience
- Outstanding organizational skills
- Strong time management/multitasking skills
- Ability and drive to "do whatever it takes" to get the job done
- Ability to interface with personnel at all levels
- Strong skills in Outlook, Word, Excel
- Experience with Computerease Construction software a plus
- Bachelor's degree or associates degree in Construction Management, Civil Engineering, Mechanical Engineering or allied discipline preferred

APPLYING

We are a construction management firm based in Columbus Ohio.
Please forward all inquiries and resumes to build@hanlinrainaldi.com

We are an equal opportunity employer.