The Shelly Company (part of Oldcastle Inc.) is a vertically integrated supplier of aggregates, asphalt, ready mix concrete and paving services throughout the state of Ohio. Our commitment to quality drives us to use the most modern, efficient and environmentally friendly technology in our industry. The Shelly Company is known throughout the industry for innovation, quality and for our commitment to safety.

We currently have a position for a Construction Scheduler in the Findlay, Ohio location. This position is a dual role consisting of Primavera (P6) Construction scheduling and Project Cost Estimation. This is a great opportunity for a recent graduate who has the desire to progress their career in the field of construction management. Qualified candidates will be safety-minded, motivated, and an innovative thinker.

Duties and responsibilities include:

- Organize, implement and maintain Construction scheduling management system Primavera (P6) supporting identified projects and their plans.
- Interact with customer and project staff to schedule work and coordinate assignments.
- Design and develop project schedule.
- Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan.
- Evaluate project schedule progress and performance and identify developing problem areas.
- Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around.
- Identifies labor, material, trucking, and time requirements by studying proposals, construction plans, specifications, and related documents. Visits project sites when necessary.
- Obtains bids from vendors and subcontractors by specifying materials, identifying qualified subcontractors, and negotiating prices.
- Computes cost factors and prepares estimates. Coordinates estimates with field superintendents.
- Executes contract agreements and assists with plan preparation and estimates. Negotiates and prepares changes orders as necessary.

Qualified candidates will have a Bachelor’s degree in Construction Management or related field, previous internship or co-op experience a plus. Must possess strong analytical and interpersonal skills. Willingness to work in a team environment and assist co-workers and supervisors with other duties as required. Must have ability to work effectively in a high pressure, multi-tasking environment, drive projects forward and meet or exceed deliverables. Proficiency with Microsoft Word and Excel required. Experience with HCSS estimating software and/or Primavera (P6) Scheduling Software highly desired.

Please apply online at [www.shellyjobs.com](http://www.shellyjobs.com) and send your resume to Heather Rutter, Human Resources Manager (hrutter@shellyco.com).