



WANTED

Project Engineers/Assistant Project Manager

Astra is a general contractor / construction management company located in the Woodstock. We are looking to grow our team with the addition of Project Engineers/Assistant Project Managers to be developed into a Project Manager. This is a part-time position while you are in school, which would lead to full time upon graduation.

Astra is a local family-owned business that is dedicated to working with local municipalities, the Board of Regents, county governments and schools, private schools, public/ private partnerships, and property owners/ developers throughout Georgia. With our 22 years of experience brings a unique combination of the personal touch of a family-business with the technical experience and sophistication of a large contractor to all of our projects. Astra strive to create customer loyalty in infrastructure and recreational facility contracting by providing the highest level of quality and value to bring the client's vision to reality. Our aim is to create enriched lifestyles through community enhancement for more active living.

The Project Engineers/Assistant Project Manager is responsible for assisting their assigned Project Manager in the planning, management direction, project completion, client satisfaction, and financial outcome of assigned construction projects. The ideal candidate will be required to assist their assigned Project Manager in coordinating all contractual requirements, design drawings, and project specifications.

For more information, please visit our website at www.astragroupinc.com.

PLEASE EMAIL YOUR RESUME, HIGHLIGHTING DIRECT
EXPERIENCE, REFERENCES AND SALARY REQUIREMENTS
TO US AT GHEITZ@ASTRAGROUPINC.COM

Description

The Project Engineers/Assistant Project Manager is responsible for assisting their assigned Project Manager in the planning, management direction, project completion, client satisfaction, and financial outcome of assigned construction projects. The ideal candidate will be required to assist their assigned Project Manager in coordinating all contractual requirements, design drawings, and project specifications that include, but not limited to:

- Handle all paperwork and coordination for assigned projects.
- Assist in pre-construction planning
- Process submittals for approval and maintain submittal status report
- Issue RFI's to the Architect and Owner for review and approval and distribute response to all involved parties.
- Prepare and follow up on change orders. Award change order work to subs.
- Negotiate, award, and draft subcontracts and purchase orders
- Communicate and execute all procurement needs on a timely basis.
- Prepare and follow up on client invoices. Approve subcontractor requests for payment.
- Monitor the project's trade specific schedule and submittal log.
- Review schedule with superintendent and identify lead times on material deliveries, critical path activities, or delays that may impact overall schedule.
- Distribute sketches, shop drawings, submittals, schedules and punch lists to subcontractor and site superintendent.
- Cost tracking for sequential costing
- Job Cost Analysis
- Develop and manage subcontractor and supplier relations.
- Attend weekly subcontractor and owner meetings
- Process accounting documentation in conjunction with corporate office.
- Communicate and assist in enforcing all company safety policies and procedures; ensure all government regulations (OSHA, EPA, and others) are adhered to.
- Inspect and examine construction site and field conditions to identify problem, potential problems and as well as identify cost saving measure. Keep all parties informed on issues that could affect the project and propose possible solutions

Requirements

- Pursuing a Bachelor of Science of Construction Management or Engineering degree (preferably civil engineering).
- Candidates must be interested in pursuing a career in construction project management. Please note that this position does not involve any engineering work and will not contribute to any engineering experience relative to EIT's seeking their PE.
- Computer skills including Microsoft Office Suite, Project, HCSS Heavy Bid & Heavy Job is preferred.
- Motivated and capable of overseeing several projects simultaneously. Fun, dynamic, energetic, and positive personality.
- Conflict resolution skills a must.
- Exceptional oral and written communication and interpersonal skills required.
- Strong interpersonal skills and ability to work with and manage cross-functional teams.

Astra offers competitive compensation and benefits packages, including paid vacation and holidays, medical insurance, life insurance, long-term disability coverage, vehicle allowance, phone allowance, and company matching 401(k). Salary will be commensurate on experience. We believe in ethical and fair treatment of our customers and employees to remain a leader in our industry. We are an equal opportunity employer and are a drug/smoke free workplace. Please email your resume, highlighting direct experience, references and salary requirements to us at gheitz@astragroupinc.com