

Assistant Project Manager

Location: **Salt Lake City Corporate Office**

Qualifications (Preferred): A bachelor's degree (Construction Management, Architecture, Engineering, and Business are preferred fields of study). On site construction work experience (trade or supervisory), Estimating, Project Administration/Project Support.

Qualifications (Required): High school diploma or equivalent. Should be reliable, responsible, presentable, enthusiastic, and demonstrate integrity, good judgement and high self esteem. Excellent written and verbal communication skills (able to clearly express ideas and concepts; uses proper grammar and syntax) are required.

Duties: Assist the Project Manager in the planning, management, and execution of work for various projects. Monitor project construction and financial activities to ensure the project is completed in accordance with design, budget, and schedule. This position is typically responsible for the processing of project material and equipment submittals, managing design-related paperwork and the details of change orders. Experience with Word, Excel, and Outlook is a must. Experience with construction management software such as Contract Manager (Expedition) is helpful.

Salary/Benefits: Competitive Salary, Medical, Dental, 401(K), etc.

Please send resume to Bodell Construction by fax 801-261-1020 or email to hrdepartment@bodellconstruction.com