

CONSTRUCTION ADMINISTRATOR CARY, NORTH CAROLINA

McGill Associates is a growing, progressive, regional engineering and consulting firm with over 30 years of experience. Our firm offers multi-discipline, professional engineering, environmental consulting, land planning, landscape architecture, surveying and construction related services to clients throughout the Southeast. Our team of professionals is dedicated to presenting innovative solutions and value-added approaches that result in our ability to deliver projects on time and within budget.

Essential Duties and Responsibilities

Candidates should be able to accurately read and comprehend construction plans; keep accurate and complete records documenting daily construction activities; have strong time management and organizational skills; be able to observe significant, multiple, and simultaneous construction projects; have strong mathematical aptitude and be able to verify and check contract quantities / costs as related to contractor pay applications; be able to scale and measure distances accurately.

Minimum Education and Licenses

- Bachelor's Degree in Civil Engineering or Construction Management or an Associate's degree or equivalent from two-year college or technical school and 5 years of related experience or a minimum of 15 years of progressive and relevant experience in the construction industry.
- Valid North Carolina driver's license

Physical Demands

- Frequently stand up to eight hours or more at a time and walk in rugged terrain

- Required to sit, climb or balance, stoop, kneel, crouch, or crawl
- Drive multiple hours at a time
- Work in a loud environment, i.e. on a construction site
- Work in adverse weather conditions
- Frequently lift and/or move 35 pounds
- Occasionally lift and/or move up to 75 pounds

How to Apply

To apply, please email a resume to recruiting@mcgillengineers.com. Please list "Construction Administrator - Asheville" in the subject line of your email.

Benefits

- Competitive Salaries
- Medical, Dental, Vision, RX, STD, LTD, and Life Insurance
- 401k Matching Plan
- Vacation Pay
- Paid Holidays
- Paid Professional Development
- Performance Bonus Program
- Tuition Reimbursement
- Company Sponsored Social Events
- Review our benefits on our McGill Site at: www.mcgillengineers.com

McGill Associates does not discriminate with respect to any term or condition of employment based on race, color, religion, sex, national origin, age, actual or perceived disability, veteran status or any other criterion prohibited by law, and takes pride in its vigilant compliance with all laws pertaining to unlawful discrimination in employment.

McGill Associates is committed to providing a Drug-Free Workplace.