

Local Construction Company Hiring for the Following Positions:

Responsible **Administrative Assistant**. Full-time duties include, but not limited to, providing support to President, assisting and managing daily office needs. Proven experience required, Microsoft Office required, Degree a plus, some Marketing helpful.

Accountant/Bookkeeper to manage QuickBooks. Full time. Prepare invoices, prepare and electronically submit Payroll, manage Accounts Payable and Accounts Receivable. QuickBooks a must. Degree preferred.

Architect/Estimator – Full time, 3+ years' experience. Collect and analyze data to quantify cost factors for pre-construction phases. Able to read, prepare and edit site plans, floor plans, building elevations, building sections, details. Knowledge of specifications documents. On-Screen Takeoff 3, AutoCad LT, MS Office proficiency a must for Estimate preparation. Must have design capability, utilizing building codes and materials' selection.

Cost Estimator – Full time, 3+ years' experience. **Collect and** analyze data to quantify cost factors for pre-construction phases. Able to read, prepare and edit site plans, floor plans, building elevations, building sections, details. Knowledge of specifications documents. On-Screen Takeoff 3, AutoCad LT, MS Office proficiency a must for Estimate preparation.

If interested please forward resumes to hrcsten@gmail.com