



Office Engineer/Estimating Assistant

Office Engineer: This is an entry-level position. You will act as the chief assistant to the Project Engineer and as support for the field.

❖ Responsibilities:

- Provide engineering support for projects in various stages of design, estimating, and construction.
- Assist estimators with analysis of proposal specifications and drawings to determine scope of work and required contents of estimate
- Assist estimates by calculating complete takeoff of scope of work.
- Review and incorporate historical data from purchase orders, subcontracts, productivity analysis reports, etc. into unit and man-hour figures.
- Assist in preparation of bid packages.
- Assist Project Managers with the preparation and maintenance of construction schedules.
- Maintain construction files and logs.
- Receive, review, forward and track status of submittals and change orders.
- Initiate, prepare, review, track and distribute RFIs.
- Update construction schedule based on project team input.
- Track and inspect material deliveries.
- Assist in preparation of monthly owner project status reports.
- Attend project meetings and record meeting minutes.
- Assist in project close-out.

❖ Qualifications:

- Must have Engineering or Construction Management degree.
- Must have excellent PC skills in MS Word, Excel, and PowerPoint.

Estimating Assistant: The estimating assistant works under the overall supervision of the estimator or contractor. In the absence of the estimator, the estimating assistant works as the whole sole in charge of the projects that are taking place.

❖ Responsibilities:

- Assists the contractor in winning bids for future projects.
- Reviewing data and documents like analysis reports, purchase orders, and subcontracts.



- Solely responsible of making a database for all the documents that are to be maintained in order to help in the smooth working of the contractor.
 - Prepares updates and project estimates so that the estimates of the projects can be known.
 - Responsible for filling documents like receipts and purchase orders.
 - Gather information to be used to produce project estimates.
- ❖ Qualifications:
- Bachelor's Degree
 - Post Graduate Degree in Construction or any related field
 - Prior work experience of at least 2 years

Please send all resumes to Megan Carini at m.carini@nbed.co or contact her at 360-464-2893.