



**Assistant Construction Project Manager**

Leading CM/GC has immediate opening for motivated Project Engineer. Entry level position to assist Project Managers with project related tasks and duties. Qualified candidates should have BS degree in Construction Management. He/she should have an understanding of the principle and methods of Responsibilities include assistance with the following: Customer Interface, Cost Control, Project Schedule, Materials Delivery Schedule, Submittals, RFI's, Project Close Out, Safety and Lost Prevention. Excellent salary/benefit package. Employee Owned Company, opportunity for growth/ownership. Reply by e-mail only w/ resume & salary requirements to Irwin & Leighton, Inc., at [info@irwinleighton.com](mailto:info@irwinleighton.com) EOE/AA-M/F/D/V

**Experience required:**

- ° Good organization skills
- ° Ability to recognize and meet deadlines
- ° Computers and scheduling

**Employment Type: Full-Time Benefits Offered:**

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K
- Life Insurance

Irwin & Leighton is a full service provider of general contracting and construction management services. Since its founding in 1909, I&L has provided quality construction services and has established a standard for performance with integrity that is the foundation of the company's relationships with customers, architects and engineers, subcontractors and employees. A tradition of accomplishment and a spirit of commitment drive the firm's operations into the future.