



**IRWIN &
LEIGHTON**
COMMERCIAL BUILDERS

Construction Project Administrative Assistant

Leading CM/GC has an immediate opening for a Project Administrative Assistant with experience in Commercial Construction to join our growing team. Candidates should have an understanding of the principles and methods of the construction industry. Basic responsibilities include: administrative tasks associated with project communication & coordination, preparing and processing change orders, contracts, owner & subcontractor correspondence, meeting minutes, and other project related tasks. Excellent salary/ benefit package. Multitasking & time management skills a plus. Employee-Owned Company, opportunity for growth/ownership. Reply by e- mail or to this listing with your resume & salary requirements to Irwin & Leighton, Inc., at info@irwinleighton.com EOE/AA-M/F/D/V

Experience required:

- Minimum of 2 years related commercial construction experience
- Collaborative, detail-oriented and highly organized working style
- Computers (Outlook, Word, Excel, and basic understanding of project management related software - e.g. Prolog, CMiC, PlanGrid, etc).

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.