

Assistant Project Manager Needed for General Contractor

Catts Construction, Incorporated is a General Contractor engaged in constructing roads, sewers and water mains in the Cleveland area. **Catts** is seeking an individual interested in an entry level position as an Assistant Project Manager. Assistant Project Manager will assist in a team environment with daily operations and learn the following tasks:

- Material Submittals
- Scheduling
- Subcontract Agreements and Purchase Orders
- Force accounts
- Change orders
- RFIs
- Correspondences
- Attend progress meetings
- Verify invoices
- Take-off quantities and contact subcontractors and suppliers
- Field measurements
- Work with HCSS Heavy Bid and Heavy Job programs

We are a drug free work place. Must take drug test.

Salary with benefits commensurate with experience and education.

Send resume to MDempsey@cattsconstruction.com or JHarrington@cattsconstruction.com.

No phone calls please.