Spindler Construction Corp. was founded over 40 years ago. We are one of the larger commercial contractors in Northern Utah. We are currently in need of a Full Time Project Engineer/Assistant Project Manager/Business Developer. This position will be in our office in Logan, UT. Our work range is typically all of Utah, So. Idaho, SW Wyoming, and Nevada. The size of project with range in size of $10,000 to $50 Million. The right candidate will manage all submittals for our projects as well as assist with bidding and business development.

**Duties And Responsibilities**

- Responsible for documentation control on most of the active projects, documents include:
  - Submittals
  - RFI’s
  - Change Orders
  - ASI’s
  - PR/PCO’s
  - Addendums
  - Meeting minutes
  - Preliminary payment applications
- Proficient in plan reading both on paper and digitally.
- Interface with the subcontractors, government agencies (Utah DFCM, USU, WSU, USACOE, etc.) and the customer/Owner to foster and develop relationships to help our company grow.
- Strong Leadership skills in conjunction with a positive “can do” attitude
- Highly & Meticulously Organized, efficient with good written and verbal communication skills
- Must be very computer literate with knowledge of digital estimating software such as Planswift, and scheduling software such as Oracle P6 and MS Project. Other programs such as Smartbid and Sage CPC
- Ability to perform basic estimating
- Must be outgoing
- Some Project Management as needs merit and as you grow within the company

**Education and/or Experience Required:**

- One year related experience
- A bachelor's degree (BS, BA) or associates degree in Construction Management from a four-year college or University preferred
- Verifiable Record of long-term employment
We are willing work with schedules around school schedules if needs be

Transportation, phone, and computer provided. Competitive pay depending on experience. We offer an excellent benefit package with no premium including medical, vision, and dental.

The tasks listed are a minimum as there is always room to grow with our company! Please respond with resume, project list, and reference information.

Cole Knighton, AC Assistant Office Manager
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