Job Title: Assistant Project Manager/Paid Internship available

Wage: Negotiable DOE- Hourly base

Full Time Benefits: Health Insurance, Dental Insurance, Life & Accident are available. Company contributions include 75% of Employees portion of Health/Dental Insurance.

Vacation: N/A

PTO/Sick Pay: Paid time off is negotiable with length of service.

Schedule: 6:00 AM to 6:00 PM Flexible; Overtime may be required

Manages others: N/A

Reports to: Project Manager

Work Location: Field/Office- Office located in Farr West, UT

RG Concrete is a growing Commercial Structural Concrete Company based in Ogden Utah. We are looking for an entry level Assistant Project Manager to join our growing company. This is an amazing opportunity to join a company that is looking for long term employee who is eager to learn and grow with the company. You must be able to work in a fast-paced Construction environment where you will be multitasking, managing project risk, and always putting Safety #1.

This is a combination Field/Office position as you will be providing assistance to the Project Management/Estimator.

- Assisting Estimator with Quotes, Bids, Takeoffs, job walk
- Communicating process and project requirements to field superintendent/foreman
- Managing project document flow
- Taking progress photos of jobsite
- Submittal review and approval process
- RFI process
- Change management process, and any other duties specific to each jobsite
- Permit Applications
- Purchase Order Processing/Oversight
- Material Ordering
- Proficient with Microsoft Office

This is not a complete list of job duties and will be evolving as the company grows. We are looking for a self-starter that can see the big picture and have a can-do attitude.
**Required Qualifications**

- Willingness to learn, great attitude, and ability to work in a growing team environment.

**Preferred Qualifications**

- Currently attending College or looking to pursue a degree in Civil Engineering, Construction Science or Construction Management

OR

- Current or willing to obtain PMI certification
- Past construction work experience or direct experience in Concrete for Commercial preferred
- Attention to detail and ability to communicate professionally with both Customers and Vendors
- Willingness to learn and assist a company in growth
- Bilingual English-Spanish

**Work Environment may/may not include:** Stand for lengthy periods of time. Use their hands to handle, control, or feel objects, tools, or controls. Repeat the same movements. Walk or run for lengthy periods of time. Bend or twist their body. Kneel, stoop, crouch, or crawl. Use one or two hands to grasp, move, or assemble objects. Hold the arm and hand in one position or hold the hand steady while moving the arm. Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place. Use muscles to lift, push, pull, or carry heavy objects. Make quick, precise adjustments to machine controls. See details of objects that are less than a few feet away. See details of objects that are more than a few feet away. Use stomach and lower back muscles to support the body for extended periods without getting tired. Be physically active for extended periods without getting tired or out of breath. Bend, stretch, twist, or reach out. Use muscles for extended periods without getting tired. Determine the distance between objects. Understand the speech of another person. Speak clearly so listeners can understand. Use fingers to grasp, move, or assemble very small objects.

For consideration or to request additional information please email your resume direct to hr@rgconcreteinc.com or call 801-689-2435.