
Assistant Project Manager

Location(s): Billings, MT; Tri-Cities, WA; Woods Cross, UT

Description: EPC Services Company, a leading power/utility engineering consultant and construction firm, has an immediate opening for a full-time assistant project manager in Billings, MT, Tri-Cities, WA and Woods Cross (Salt Lake City) Utah.

Duties include document handling and filing, assembly of construction documents, preparation of meeting agendas, meeting minutes, project reports, document tracking logs and purchase orders. Additional duties include construction overview, material receiving documentation, quality control documentation, safety documentation, field support of engineering related job issues, processing and distributing project related documents, building client relations and supporting project financial controls. The successful applicant must be available to travel for project management and educational assignments.

This position requires a basic working knowledge of contracts, change orders, invoicing, project work scopes, purchase orders and general business documents.

Under direct supervision of the Branch Manager, the successful applicant will provide assistance and technical support to multiple project managers and other office staff.

Applicants will be provided a complete job description with the invitation to interview.

Minimum Requirements: High school diploma or equivalent; 2 years direct experience or equivalent combination of education and experience; excellent organizational skills; strong written and verbal communication skills; working knowledge of a variety of computer applications including Microsoft Office (Word, Excel, PowerPoint, and Access), SharePoint and ftp protocol software preferred; occasional travel; driving (ability to be insured to drive company vehicles). The successful applicant will be subject to client-mandated drug and background checking and is subject to EPC Services Company's auto insurance carrier requirements. The successful applicant must not require immigration sponsorship now or in the future.

Salary commensurate with experience and education. Benefits include:

- Medical, dental and vision insurance
- Flexible spending account
- Health savings account
- Life insurance
- Disability insurance
- 401(k), profit sharing and employee stock ownership plan
- Paid vacation, personal days and holidays
- Continued professional education reimbursement

EPC Services Company and its parent, Electrical Consultants, Inc. (ECI) employ over 450 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in 14 offices across the U.S. The firm has 30 years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at www.electricalconsultantsinc.com.

Submit letter of application and résumé and list of three professional references to: hrdirector@eciblg.com