**ADF International**

**Position is located in Great Falls, Montana!**

**Relocation Assistance Provided!**

**PROJECT ENGINEER**

The Project Engineer will be responsible for providing support for our Project. We provide our clients with fast, efficient and cost-effective service. Therefore, we’re looking for an ambitious individual who enjoys a professional and fast paced atmosphere that provides our clients with the support and direction they need.

Schedule: Monday - Thursday 7:00am - 4:30pm, Friday 7:00am to 12:00pm

**Qualified candidates will have the following:**

· Bachelors in Civil, or Mechanical Engineering

· 1+ year experience as a Project Engineer or similar role as intern

· Experience in the structural steel industry preferred

KEY TECHNICAL SKILLS/ABILITIES

· Ability to follow directions and take initiative when required

· Excellent communication, accounting and organizational skills

· Familiarity with Microsoft Office with strong excel skills

· project management software experience a plus

· Maintain confidentiality of sensitive and material information

DUTIES SUMMARY:

· Report and provide administrative support to the Project Managers

· Provide support to Project management team, when needed

· Perform various project-based work

· Prepare reports and other documents

· Draft (and revise) correspondences (letters, emails, documents)

· Manage Requests for Information (RFI) and direct to the proper project Engineer accordingly

· Monitor the progress of the preparation of the Shop and Erection drawings with the detailers

· Maintain a detailed filing system (hard copies and electronic) and document all correspondence

· Schedule meetings and appointments

· Plan meetings and organize conference calls (prepare all documentation, notice of meeting, minutes of meeting and distribution thereof)

· Respond in a timely manner, courteous and professional

· Generate invoices for clients based on services rendered and in coordination with the Project Manager

· Coordinate with suppliers and vendors to ensure construction teams have the materials they need as directed by the Project Manager.

· Communicate with site superintendents about delays and any other issues that must be communicated to clients

· Create digital O&M manuals

· Scan and archive digital blueprints and schematics for future access

· Perform data entry into ADF’s Integrated Production System (IPS)

· Any other related duties as instructed

Physical Requirements:

* Must be able to regularly sit, walk and stand for varying lengths of time. Must be able to repetitively articulate hands, wrists etc. to operate standard office equipment; and perform those similar activities while seated as well as perform computer work for various lengths of time. Will need to be able to reach with hands and arms; and lift up to 25 pounds occasionally.

Equal Opportunity Employer, including disabled and veterans.

Send resumes to [darin.clark@adfgroup.com](mailto:darin.clark@adfgroup.com) reference Project Engineering opportunity