

November 11, 2016

## **PROJECT MANAGER/ESTIMATOR**

Parks Drilling Company is a Dublin, OH based leader in the construction of drilled shaft foundations for commercial clients. We have an opening for a full-time Project Manager/Estimator. Forward resumes to [parksdrilling@aol.com](mailto:parksdrilling@aol.com).

### **Responsibilities include but are not limited to:**

- ~ Help with preparing estimates for projects
- ~ Working directly with President, Vice President, Project Managers and other employees on daily basis
- ~ Assisting in the management of day-to-day activities for the project(s) thru completion
- ~ Assisting in interpretation of contract plans, specifications and construction plans
- ~ Assisting in administrative procedures and maintaining records for the project(s)
- ~ Assisting in the preparation of project(s) set up
- ~ Other duties as necessary

### **Skills Required:**

- ~ 3 to 5 years construction estimating/project management experience required
- ~ 2 or 4 year degree in project management or equivalent work experience
- ~ Familiarity with construction methods and materials
- ~ Strong communication skills (both written and oral)
- ~ Familiarity with Office and other common computer software
- ~ Problem solving skills
- ~ Being productive working on a team or individually
- ~ Organizational skills
- ~ Must have strong construction background
- ~ Some travel required throughout Ohio, Indiana, W. Virginia, Virginia, Pennsylvania, Michigan, and Kentucky

**Qualified applicants should send resume to [ParksDrilling@aol.com](mailto:ParksDrilling@aol.com)**