



PROJECT ENGINEER

Job Description

Job Type: Full Time

Compensation: Depending on Experience

The Project Engineer acts as an internal liaison for the on-site Project Managers. A qualified candidate must possess strong written and verbal communication skills, be extremely organized, detail-oriented, and have the ability to multi-task.

Responsibilities and Duties

- Verify contract documents with specifications, bids, and quotes
- Complete required submittals including data, samples, shop drawings, etc.
- Maintain all job correspondence, including RFC's, RFI's, daily reports, meeting minutes, change orders, warranties, punch lists and closeouts, etc.
- Responsible for safety meetings and compliance
- Issue subcontracts and purchase orders as required
- Coordination and scheduling
- Budget monitoring
- Other duties as assigned

Qualifications

- Positive Attitude and strong work ethic a must!
- Minimum 2 years experience in the glazing industry or 5 years construction.
- Ability to read and understand drawings and specifications
- Strong computer skills including Microsoft Office programs
- Ability to pass a background and drug screening

Benefits:

- Medical insurance, life insurance, retirement, cell phone, holidays, vacation & more!

To apply please visit our website, www.kernglass.com, to fill out an application and forward your resume to:

Sheila@kernglass.com

NO PHONE CALLS WILL BE ACCEPTED!