



Project Assistant

Lakehead Constructors, Inc. is looking for a Project Assistant for our office in Aurora, Minnesota. You will undertake a variety of tasks. Duties include the following:

- Enter job budgets from estimates prepared
- Enter change order budgets for job budget true-up
- Cost entry into customer billing systems, invoice preparation, and progress billing tracking
- Timecard data entry and reviewing electronic timecards
- Communicate timecard discrepancies/questions with field supervision
- Change order administration
- Assist with completion of job status forms
- Assist with area outage schedules
- Upkeep of purchase order logs, change order logs, and bid logs
- Assist with various other forms to help project managers
- Assist with job orientations
- Ordering of miscellaneous job supplies

Qualifications include the following:

- Excellent data entry skills
- Experience with all Microsoft Office products (Word, Excel, Outlook)
- Knowledgeable in cost tracking and accounting functions
- Outstanding organizational and time management skills
- Previous experience working for a construction company is a plus

This is a full-time position which will include overtime during peak times. Lakehead Constructors, Inc. offers excellent benefits including health, dental, 401K, vacation, and profit sharing.

Email resumes to rmccausland@lakeheadconstructors.com

Lakehead Constructors Inc. is an Equal Opportunity Employer

General Contractors and Equipment Rental Specialists
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