



Posting Date: February 12, 2021

**Lakehead Constructors is recruiting for the position of Project Assistant.**

Position will be based in our Aurora, MN office in northeastern Minnesota.

To apply for posted positions, please email your resume and cover letter to:

[careers@lakeheadconstructors.com](mailto:careers@lakeheadconstructors.com)

Please see full description of the position's duties, responsibilities and qualifications that follows.

**Lakehead Constructors, Inc. is an Equal Opportunity Employer**

Lakehead Constructors, founded in 1916, is a General Contractor with offices in Superior, WI and Aurora MN. Our employees earn competitive pay, outstanding benefits and enjoy challenging work.

Lakehead Constructors, Inc.  
Job Description

JOB TITLE: Project Assistant

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SOC CODE: 43-5061	WAGE LEVEL: Salaried
EEO-1 CLASS: Administrative Support	LOCATION: Aurora MN Office
DEPARTMENT: Construction	SUPERVISOR: Sr Project Manager

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**SUMMARY:** The Project Assistant is responsible for assisting company, project, and/or client personnel in areas related to Project and/or Construction administrative needs. Interfacing with all departments and the Project Manager group will be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Including but not limited to:

- Assist with coordinating and facilitating of construction project administrative activities in support of Project Management;
- Enter job budgets from prepared estimates;
- 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 - Enter change order budgets for job budget true-up;
- 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 job orientation administration;
- Ordering of miscellaneous job supplies;
- Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED). Experience working with and handling of construction related documents a plus.

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**Communication Skills:**

Ability to read and comprehend simple instructions, comprehend short written or verbal correspondence or memos, interpret/communicate construction document content.

**Mathematical Skills:**

Knowledgeable in cost tracking and accounting functions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Certifications. Licenses, registrations:** Not applicable.

**Other skills and abilities:**

Candidate will need excellent data entry/keyboard skills and working proficiency with Microsoft Office and Adobe Acrobat software programs;

Candidate must have excellent organizational and time management skills, the ability to pay close attention to detail, and the ability to perform while multitasking.

Ability to read, interpret and communicate construction documents, specification sheets and budgets;

Ability to effectively understand and communicate verbally with others in person and on the telephone;

Ability to perform duties with moderate direct supervision;

Ability to work collaboratively with multiple departments and team members.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to type, write and handle or feel objects, tools, or controls; reach with arms and hands; and talk, see, hear. Specific vision abilities include close vision and the ability to focus. The employee must occasionally lift and /or move up to 20 lbs. and rarely lift and/or move up to 30 lbs.

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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in a professional office environment and occasionally conduct visits to offsite job sites, job trailers, or warehouse locations. Duration, frequency, and travel will be as necessary and as per project and company workloads.

Office noise levels will be low. Project noise levels may be moderate to loud.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position. The essential duties and responsibilities of this job may also be modified to provide suitable, gainful employment to those individuals who have been released to return to work with temporary or permanent restrictions.**