

Controls Assistant

DeVita & Associates, Inc. is currently accepting resumes for a Controls Assistant. Due to increasing workload, we are seeking new valuable team members. If you have experience, a passion for excellence, a take-charge attitude and the desire to join a full-service engineering firm with solid opportunities for growth, send us your resume today for immediate consideration.

Controls Assistants are responsible for:

- Attending project kick-off and management meetings
- Meticulous note-taking with detailed data entry related to project scope and delivery schedules
- Assisting in production scheduling and planning
- Tracking project costs and deliverable schedules and provide status reports
- Updating and maintaining project calendars and spreadsheets
- Other duties as assigned

Qualifications:

- Associates Degree or higher in Communication or Construction Engineering Technology or similar degree
- Minimum two years' experience working in a related industry
- Precast concrete or construction background a plus
- Excellent communication skills
- Strong customer service and interpersonal skills
- Attention to detail
- Ability to multi-task in a fast-paced office environment
- Strong computer skills in Microsoft Word, Excel and Outlook