



Office Assistant

We are a Dallas-based Structural Steel Fabrication Company seeking a self-motivated individual with experience in Structural Steel Fabrication or commercial construction.

Responsibilities:

- Must have the ability to assist the Project Manager with analyzing architectural, structural, erection and detail design drawing specifications and have experience in reading schedules and sequencing plans, etc., to ensure the productivity and profitability of the project.
- Must have excellent organizational, time management, and computer skills. Strong interpersonal skills are essential (verbal and written).
- Computer Experience - Microsoft Windows, Word, Excel, Outlook
- Proficient at managing multiple projects.
- Maintain Daily Job Sheets for the Shop Foreman
- Can maintain the Project Manager Job Folders
- Must be able to print and maintain Drawing Logs for all Architectural, Structural and Detail drawings.
- Retired vets welcome

Preferred, but not required:

- 1 year in fabrication /construction experience
- Bluebeam, Structural Material Manager, Access, and Smart Sheets
- Can lift 25 pounds on occasion.

All qualified applicants will receive consideration without regard to race, age, color, sex (including pregnancy), religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations.