

# **BEACON**

## **CONSULTING GROUP, INC.**

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**Job Title:** Project Engineer – 2 positions available

**Base Office:** New York, NY – 1 position available  
Medford, MA – 1 position available

**Reports to:** Project Manager

**Job Purpose Summary:** The Project Engineer is primarily responsible to assist the Project Manager with the day-to-day tasks of managing a construction-consulting project to meet the time and cost objectives specified by the Client.

**Key Responsibilities:**

- Communicating with the subcontractors/vendors on a day-to-day basis
- Reviewing construction project related documents
- Assisting the Project Manager to prepare and update the project cost to complete analysis
- Estimating construction completion costs
- Preparing and/or reviewing payment requisitions, change orders and other project documents
- Assisting the Project Manager to prepare and/or analyze project schedules
- Assisting the Project Manager to prepare and/or analyze construction and payment bond claims
- Assisting the Project Manager to prepare bid packages
- Coordinating information with subcontractors/vendors
- Organizing and filing project documents

**Experience Required:**

- Accredited degree(s) in Engineering and/or Construction Management
- 2-5 years of construction experience
- Extremely proficient in MS Office software, especially Word, Excel and PowerPoint
- Experience in Primavera Scheduling software
- CADD experience preferred
- Strong communication, organization and analytical skills
- Self-motivated and capable of handling his/her own caseload

If interested, please contact:

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