



Position:

Project Engineer Assistant

Position Summary

Summary Description:	Provide assistance and administrative support for GCI Professional Engineer to deliver forensic engineering services for GCI clients.		
Position Type:	Full-Time	Weekly Hours:	40+
Total Compensation:	Salary & Profit Sharing	Position Location:	South Florida
Reports Directly To:	Senior Professional Engineer		
Experience/Certification Required:	Previous experience with administrative and project management support in the engineering or construction management industries.		
Education Required:	BS in Civil Engineering, Construction Management, or related fields from an accredited university.		
Travel Required:	Yes		

GCI Consultant’s (founded 1988) offers an opportunity to join their established and growing entrepreneurial organization in an important engineering services support position. This position offers the opportunity to deliver significant value and impact on the continued growth and expansion of the company. GCI is a nimble results-oriented company comprised of professionals dedicated to providing maximum value for its clients.

Mission

Provide assistance and administrative support for a GCI Professional Engineer to deliver forensic engineering services for GCI clients. This position offers an opportunity to work directly with, in a support capacity, one of the senior consultants and Professional Engineers at GCI.

Desired Outcomes

Responsibilities:

- Provide assistance and administrative support for GCI Professional Engineer to deliver forensic engineering services for GCI clients.
- Assist with site investigations and testing as assigned to support the investigations led by the GCI Senior Professional Engineer.
- Assist with the preparation and delivery of expert reports as required.
- Provide administrative support, including managing scheduling, internal and external communications, organizing field notes, and other duties and tasks as assigned.
- Other responsibilities and projects that may be assigned by Leadership.

Desired Qualifications, Skills & Competencies

Experience & Skills Requirements:

- Previous experience with administrative and project management support in the engineering or construction management industries.
- Previous engineering or construction experience a plus.
- Previous experience in an assistant or administrative support capacity.
- Superior written and oral communication skills, including written and spoken English proficiency.
- Superior organizational skills.
- Demonstrated ability to meet deadlines.
- Ability to work in and review work in AutoCAD is a plus.

- Proficient in the use of Word, Excel, PowerPoint, and other Office suite software.
- Proficient with technology.

Personal Traits Requirements:

- Integrity – a personal commitment to truth and honesty.
- Strong organizational and time management skills.
- Quality driven.
- Aptitude for learning technical and mechanical concepts.
- Self-directed, resourceful, and self-motivated.
- Self-discipline to follow through and meet deadlines.
- Ability to work both independently and in a team environment.
- Flexibility and ability to deal with uncertainty.
- Strong “people” skills.
- Creativity in problem solving and dealing with adversity.

Other Requirements:

- Work Attire: Professional demeanor and appearance (appropriate professional grooming, hygiene, and business casual attire).
- Ability to work a full-time schedule including occasional weekends as may be necessary.
- Must be willing and able to travel (including over-night travel).
- Willing and able to work outdoors and on buildings.
- Must have a valid driver’s license and reliable individual transportation.
- Must be willing to complete Kolbe and Clifton Strengths assessments.
- Must be willing to submit to a criminal background, credit check, and drug test.

Education & Certification Requirements:

- Bachelor’s degree in Civil Engineering, Construction Management, or related fields from an accredited university.
- US work authorization

Compensation & Benefits

- Compensation: Base Salary, commensurate with experience.
- Work from home
- 401K with Safe Harbor match up to 6%
- 401K Profit based sharing annually at discretion of company
- Paid Health Insurance
- Paid Holidays and Paid Vacation
- Mileage Reimbursement for Business Travel
- Continuing Education, Professional Development Opportunities, and Professional License Maintenance



Job Posting

GCI Consultants is searching for an energetic, motivated, and highly organized person to provide assistance and administrative support for a GCI Professional Engineer. You will be supporting a senior GCI Professional Engineer, who is also a Vice President and Principal, in the delivery of forensic engineering services for GCI clients. This assistant position offers an opportunity for you to work with and learn from a highly experienced Professional Engineer, and from other professionals and experts on the GCI team.

This position is based in South Florida, working from home and on-site at client locations throughout the southeastern coastal states.

GCI Consultant's (founded 1988) is an established and growing entrepreneurial organization offering comprehensive building envelope forensic expert services. This position offers the opportunity to deliver significant value and impact on the continued growth and expansion of the company. GCI is a nimble results-oriented company comprised of professionals dedicated to providing maximum value for its clients.