



Document Management/Project Controls

PE Services is growing, and we are looking for qualified candidates who are ready to join our team! PE Services has provided civil engineering design and oversight in construction for over 25 years.

Throughout this time, PE Services has redefined several innovative methods of testing, verification and documentation which have enabled our trusted partnerships to remain strong and continue to grow. We understand the need for speed of service as well as the need for availability and we are excited for the right people to join our growing team.

Responsibilities:

- Directly interact with team members, project owner, client, and contractor staff.
- Verify and ensure that project documents are maintained and accurate while following the client's standards and practices.
- Foster communication and collaboration between owner and contractor staff.
- Keep project documents organized and available to key stakeholders.
- Attend project meetings to stay informed of project status, change orders, or issue tracking.
- Conduct training on document management systems, policies, and procedures.
- Produce and maintain project-specific management logs and reports as necessary.
- Visit the project site to take photos/video that capture general construction progress.
- Perform internal self-audits and assist external users throughout the auditing process.
- Perform other administrative tasks as assigned.

Knowledge, Skills & Abilities:

- Bachelor of Science, Civil & Environmental Engineering and/or equivalent
- Strong interpersonal, communication and customer service skills.
- Knowledge of Microsoft Office, SharePoint, e-Builder, and other project controls software.
- Excellent problem solver.
- Valid driver's license and current automobile insurance
- Detail-oriented with the ability to multi-task.
- Dependable and trustworthy when dealing with complex and sensitive documents.
- Ability to work under pressure with tight deadlines.
- Ability to be self-directed, motivated, and work independently.
- Ability to effectively communicate both orally and in writing.

As a proven, established, Women-Owned Small Business (WOSB), Disadvantaged Business Enterprise (DBE), and Targeted Group Business Program (TGB); PE Services offers professionals a dynamic work environment and a competitive compensation package. This compensation package includes medical/RX, dental, life, disability, and other valuable voluntary options. We believe in our people, and we have created a unique family-like culture of continuous growth and development along with building a workplace with a strong focus on diversity, inclusion, and professionalism on each project we complete.