

Junior Project Controls Specialist

An Oakland, CA-based professional consulting firm seeks a full-time, skilled junior project controls specialist to work closely with project management to assist with daily project operations including cost analysis and reporting, tracking change orders, updating project schedules, and assisting the project controls manager as needed. This full-time junior project controls specialist position is located in San Carlos, CA.

If you are interested in providing excellent project support, have the ability to manage your time well and want to work with and support a wide variety of people, this job is for you. The pay is competitive.

Education:

- Bachelor's degree in engineering, construction management, or business administration required

The ideal candidate is motivated and will perform a variety of duties:

- Prepare monthly and quarterly progress reports for capital projects as assigned (mostly level one and level two reports), compile, print and distribute the reports
- Track project scope, budget, activities, change orders, and maintain project files
- Forecast estimate at completion cost
- Prepare and update staffing plan
- Analyze project cost including actual, accrual, and commitment
- Update project schedule and progress with project managers
- Manage Journyx system – the on-site consultant time-tracking system and run-time reports.
- Run and analyze project cost and labor reports and queries from PeopleSoft Prepare Procurement Requisitions and run Project Cost Reports from PeopleSoft 9.1
- Process vendor invoices including progress payments for construction projects and update related logs
- Assist the project controls manager on various tasks as needed

Experience:

- One year of experience in project controls, project administration, accounting, construction management or a related field
- Good oral and written communication skills
- Proficiency in Excel, Word, PowerPoint and the ability to learn other project management computer programs

You must use the link below to apply. Submit a cover letter describing/detailing why you are the ideal candidate for this position along with your resume. Submit your documents in Microsoft Word format ONLY. We will not consider pdf documents or incomplete submittals.

[APPLY](#)