

Project Controls Assistant

An Oakland-based professional consulting firm seeks a skilled project controls assistant to support a transportation agency in delivering a large program of transportation capital projects. The project controls assistant will work closely with project management to assist in the management of cost and schedule controls for the agency's portfolio of capital projects. Daily project operations include cost analysis and reporting; performing accurate data entry; monitoring and reporting on project scope, schedule, and funding; and tracking agreements, amendments, and funding requirements for state and federal funds. This full-time position is conveniently located in downtown Oakland, CA.

The ideal candidate is **detail-oriented and dependable, understands project controls best practices, accurately enters data** in a variety of spreadsheets and databases, and prepares reports. If you have proven experience as a project controls assistant or assistant project manager, we would like to meet you.

Responsibilities:

- Input and record accurately funding, budgets, commitments, and incurred cost detail into a proprietary Access Project Control System (PCS) database
- Assist with recording funding agreement information in PCS, and assist with preparation of funding breakdowns
- Assist project managers with project reporting, including the preparation of funding and expenditure summaries, project-related staff reports, and supporting documentation for agency public meetings
- Work closely with agency project managers and staff to maintain project management information for each project, including cost, expenditure, scope, schedule, and funding plans
- Assist in the preparation of monthly project status reports, project delivery plans, and project funding reports

Required experience, skills, and education

- A minimum of 2-3 years of experience in project controls, project administration, accounting, construction management or a related field
- Proficiency in MS Excel, Word, PowerPoint and the ability to learn other project management computer programs
- Good oral and written communication skills
- Excellent time management skills and the ability to prioritize work and meet deadlines
- Attention to detail and problem-solving skills

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.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[**APPLY**](#)