

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.

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 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

Education:

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

Experience:

- One year of experience in project controls, project administration, accounting, construction management or a related field
- Knowledge of cost estimating and scheduling would be an asset
- 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 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](#)