



JOB TITLE: Electrical Project Engineer

GROUP:		FLSA STATUS:	
DEPT:		GRADE:	
LOCATION:	Canoga Park	EFFECTIVE DATE:	
REPORTS TO:		APPROVED BY:	

JOB DESCRIPTION: Assist Project Manager with the initial customer contact through the closeout of the project.

Primary Responsibilities

- Maintain logs and tracking of RFIs, Submittals and Daily Reports on web based program
- Negotiate and manage relationships with suppliers and subcontractors
- Ability to control the cost of the projects is essential to this position
- Coordination with Field Superintendent
- Assist Project Manager with project start-up and closeout
- Various correspondence for Project Managers
- Be responsible and dependable.
- Have good follow-through.

Job Qualifications

- Excellent verbal and written communication skills
- Ability to work independently as well as team environment
- Ability to present in a professional manner and represent the company image
- High school diploma; some college preferred

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