

NOTICE OF JOB OPENING

Position/Title: Office Technician Department: Engineering
Pay Scale: \$22 to \$26 per hour (experience dependent) Location: Port Huron, Michigan
Reports To: Senior Project Engineer Schedule: Full Time – days

POSITION SUMMARY:

Responsible for the processing of information, documentation and general communication with construction contracts, state and local government, Project Engineers, Contractors, Subcontractors, and other interested parties.

ESSENTIAL JOB FUNCTIONS:

- Prepares necessary files for construction contract work
 - Assists Project engineer in bid opening process
 - Assists Project engineer with contract awarding process
 - Prepares Tax Assessment Rolls
 - Assists with preparation of project contract documents
 - Prepares pay estimates for completed construction work
 - Assists with the preparation of proposals and bids for new work
 - Maintains and cultivates relationships with current and potential clients, as directed
 - Assists with the preparation of marketing materials
 - Attends official meetings and training opportunities
 - Organizes Company promotional activities
 - Other duties as required
-

REQUIRED SKILLS (EXPERIENCE AND EDUCATION):

- Post-Secondary education preferred
 - High School Diploma or GED required
 - Proficient typing, writing and proof-reading skills
 - Proficient skills with Microsoft Office Software Products, BS&A, and other software as required
 - Strong organizational skills/able to prioritize and perform multiple tasks
 - Strong communication and time management skills
-

Position Posting Date: 01/06/25 Position Closing Date: 01/31/25

BMJ Engineers and Surveyors, Inc. is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with Federal, State and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. The company desires to keep a work environment free of sexual harassment or discrimination based on race, religion, color, national origin, sexual orientation, physical or mental disability, marital status, age or any other status protected by Federal, State or local laws.

Qualified applicants will be subject to drug/alcohol screening and medical/physical examination as a condition of employment. Applicants should provide resume complete with history of work experience and list of references by email dscott@bmjinc.com or by mail to:

BMJ Engineers & Surveyors, Inc.,
Attention: Human Resources
519 Huron Avenue, Port Huron, MI 48060
810-984-5596 www.bmjinc.com