

POSITION: Project Assistant

Project Assistant is a critical position at Charles C. Brandt Construction Company (CCB), and we are currently seeking qualified and motivated individuals to join our team. CCB is a leading provider of general contracting and construction management services for office, industrial, educational, restaurant/retail, institutional, and faith-based clients in central Indiana. CCB runs on EOS for Business and is committed to our core values of Inspiring, Mentoring, Partnership, Accountable, Constructive, and Together. The position is based in Indianapolis.



CCB is a 116-year-old company headquartered in Indianapolis, IN. CCB offers a competitive salary commensurate with skill and experience, 401(k), 401(k) match, health, dental, and vision insurance, and paid time off. Interested candidates should send a resume to ccb@ccbrandt.com.

ESSENTIAL FUNCTIONS:

- Implementing Best Practices
- Data entry into our CRM software
- Regularly calling subcontractors, vendors, clients on all bidding opportunities, follow-ups, contracts, invoicing, closeout documents, etc.
- General administrative functions including general correspondence, filing, maintaining contact databases, etc.
- Overall project support and assistance including invoicing, accounting data entry, researching of products or services as requested, etc.
- Project specific functions:
 - Project set up including budget entry, drafting of owner contracts, drafting of subcontracts and purchase orders, creating documents for field staff, etc.
 - Set up within our project management software
 - Assist with all pre & post job meetings
 - Project close out
- Timely response to all forms of communication

RELATIONSHIPS:

- Reports directly to the President
- Works closely with:
 - Owners/Clients/Project Stakeholders
 - Project Managers & Project Engineers
 - Other Project Assistants
 - Superintendents and field staff
 - Subcontractors and Suppliers

QUALIFICATION PROFILE:

- Possess time management and multi-tasking skills
- Effective oral and written communication skills



- Effective problem-solving; solutions-oriented skills
- Interest in learning and expanding relevant knowledge and being open to new ideas

TECHNICAL QUALIFICATIONS:

- Strong technical background including experience with Microsoft Office Suite
- Experience with PDF software such as Adobe, Bluebeam or equal
- Experience with Viewpoint not required but strongly desired

Charles C. Brandt Construction Company does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, domestic partners, or any other status protected by state, federal or local law. We believe that each employee is essential to the success and growth of our company. Because of this, we take pride in being an Equal Opportunity Employer, and are committed to base all employment decisions to further this principle.



Building visions into reality since 1907

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