

**Project manager Assistant** – We are seeking a motivated Project Manager / engineer for multiple remote civil projects in Alaska. This individual will be based at our home office in Anchorage. Daily tasks include everything associated with the day to day operations of managing civil projects such as submittals, scheduling, material procurement, coordinating freight / logistics, inputting data received from remote crews, client correspondence, submitting pay estimates, labor time keeping, tracking of job activities, estimating new projects, SWPPP, etc. This individual must have civil construction experience. Salary DOE.

**Project Engineer** needed for a remote Alaska DOT project. This individual will be based at the project site and should be able to work daily with the superintendent, foreman, and home office in managing the project. Duties include submitting pay estimates, labor time keeping, tracking of job activities, day to day tasks on a construction jobsite, have complete understanding of the contract documents and drawings, submittals, change orders, assisting in planning daily activities, etc. Salary DOE

**Accounts Payable Clerk / Administrative Assistant** - Duties would include matching up invoices with purchase orders, coding / job costing invoices, data entry in to Sage Masterbuilder software accounting program, answering phones, making payments to vendors, setting up new hires, reconciling credit card statements, making files, filing, faxing. This person would work directly for the controller. Some accounting experience preferred as well as some knowledge of job costing. Construction office experience would be great. Looking for a motivated, hard working, reliable and trustworthy individual. Please submit resumes to 907-272-2290 or email to [Farrah@ridgecontracting.org](mailto:Farrah@ridgecontracting.org).