August 24, 2020

RW&BID is seeking experienced Construction Document Control personnel to provide construction management support services.

Required Experience
1. Minimum 10 years of document control experience in the construction field;
2. Must be proficient in using Microsoft Office software;
3. Must be detail oriented with effective organization and coordination skills;
4. Knowledge of Expedition/CM13
5. Must have ability to interface and communicate effectively with others.

Scope of Work
• Assist project managers in the preparation of change orders, notices to proceed, requests for quotation, and other general correspondence;
• Assist project manager in the processing payment requests, change orders, submittals, and RFIs;
• Assist project manager with meeting minutes, project status updates, and payment, change order, RFI, and submittal logs;
• Establish and maintain a project document filing system;
• Prepare reports in accordance with established client procedures and forms;
• Manage all documents for all projects in the project management system;
• Enter and track Submittals, RFI's, change orders, and invoices;
• Document Controller maintains all logs;
• Establish and maintain hard file systems

Company Benefits
• Paid Medical Insurance
• 401(k) Plan with 3% Company Contribution
• Profit Sharing
• Life Insurance Policy
• Professional Development Allowance
• Employee Referral Program
• Paid Holidays
• Paid Vacation and Sick Time

About RW&BID
RW&BID is a multi-disciplinary and integrated team that is dedicated to providing creative solutions to complex design and construction projects. RW&BID collaborates with each client to provide unsurpassed SERVICE, INNOVATION, AND PROFESSIONALISM for each project. Come join our growing team!

Please submit resumes to info@rwbid.com