



SYBLON REID

General Engineering Contractors

Providing Solutions to Difficult Projects

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Company Overview

Providing solutions to difficult projects since 1955, Syblon Reid is an employee-owned ESOP heavy civil contractor based in Folsom, California. We undertake a diverse array of multifaceted projects, from the construction of new facilities necessary to meet the needs of a growing population to the rehabilitation of historic and vital water conveyance and hydro generation facilities that helped build this nation. Syblon Reid offers unique opportunities to become part of a highly-skilled construction team on one-of-a-kind projects in Northern California and the western United States.

Position: Project Assistant

Location: Folsom, California

Compensation Range: \$30 - \$40/hour

Position Summary

The position will support Project Managers and Engineers by performing the following duties which will differ according to project needs.

Key Responsibilities

- Provide administrative and planning support for field projects.
- Collaborate with Project Managers, Engineers, and other project team members to ensure project success.
- Assist with project submittals, RFI's, change orders and bid packages.
- Compiling and uploading/storing documents electronically and maintaining project files.
- Assist in the procurement of materials, equipment, and services.
- Process invoices, assist with pay estimates, billing and perform other project accounting duties.
- Performing other related duties as assigned by the Project Manager or Project Engineer.

Qualifications

- 2+ years of office administration experience ideally in Construction or Engineering environment or a like technical environment.
- Proficient in MS Office, primarily Excel, Word, and Outlook.
- Ability to use Bluebeam preferred.
- Ability to work independently and as part of a team.
- Able to take direction and perform assignments accurately and in a timely manner.
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Ability to work on multiple projects simultaneously.
- Proficient in written and verbal communication skills with an ability to communicate effectively with others.

- Must possess current driver's license and maintain acceptable driving record according to company standards.
- Physical requirements include being able to lift and carry 75 lbs. and physical ability to conduct pre-bid and project field visits.
- Must be authorized to work in the United States.

Benefits

- Employee Stock Ownership Program (ESOP). Annual stock contributions are made 100% by Company
- 401(K) Retirement Plan with Employer Match
- Medical and Prescription Drug Plans
- Health Reimbursement and Flexible Spending Account
- Dental Plan
- Vision Plan
- Company-Paid Life and Disability Insurance
- Cash Bonus Program
- Paid Vacation, Holiday, and Sick Days
- Tuition Assistance Program
- Employee Assistance Program
- Continuing Education

Syblon Reid is an Equal Opportunity Employer.

Check out our unique and adventurous projects at www.srco.com