

ARTIMUS CONSTRUCTION SEEKS A FULL-TIME Construction Quality Assurance Coordinator

Artimus Construction has an immediate need for a candidate with an Architecture, Architectural Technology, or Civil, Mechanical, Electrical, or Structural Engineering degree and one to two years of construction-related experience to support our new projects in New York City.

This is an exciting opportunity to gain hands-on experience and exposure to ground up construction and perfect for those looking to work with an experienced team in a fast paced, challenging, supportive, and fun environment.

Responsibilities include, but are not limited to:

1. Assisting in generating shop drawings and construction sketches for various trades on site
2. Creating and updating on-site punchlists to assure compliance with all construction documents
3. Assisting in construction document and shop drawing review and coordination between the trades.
4. Collaborating with the site team, project management team, architect, engineers, and other consultants to assure compliance with all drawings and specifications
5. Learning to read and understand scopes of work, construction specifications, and shop drawings
6. Assisting the Quality Control Manager/Assistant as needed to increase communication and minimize errors
7. Working on site to resolve discrepancies and assure compliance with construction documents and submittals.

Qualifications:

- Degree in Architecture, Architectural Technology, Civil, Mechanical, Electrical, or Structural Engineering, or Construction Management
- One to two years of construction-related experience
- Understanding of plan coordination and working knowledge of Construction Document's and shop drawings
- Full-time availability, must be able to work Monday to Friday 8:30 AM to 5:30 PM.
- Skills in AutoCAD and Revit a must
- Ability to successfully manage multiple, competing priorities in a deadline driven environment
- Detail-oriented
- Strong organizational and time management skills
- Positive attitude
- Ability to follow directions and take initiative
- Desire to learn and grow

ABOUT ARTIMUS:

Our mission: At Artimus we strive to build not merely with efficiency but with purpose -- to construct more than walls and structures but rather to empower people and create communities as well.

We are one of New York's most sought-after real estate development companies. Artimus provides building and construction services to institutions and developers who recognize the value of a partner who works hard and creatively while finding the best possible solution for each individual project.

Learn more about Artimus by logging onto our website at: <http://www.artimusnyc.com>

Artimus Construction is proud to be an Equal Opportunity Employer. Please send your resume and cover letter with wage requirements so that we may carefully study your interest and qualifications.