


*Job Description: The selected candidate will be responsible for preparing job cost reports from various data sources and creating subcontractor payments for accounts payables. Handling subcontract documents and supplier purchase orders. Handling correspondence on projects as well as assisting with technical writing of some correspondence. Creating and maintaining critical path schedules. Verification of quantities paid and completing close out of finished projects. Looking for a self-motivated individual with strong communication and interpersonal skills. B.S. degree in Construction Engineering Technology, Civil Engineering, Construction Management, or related field is preferred but not required. Recent graduate or experienced individuals may apply. The position will be based in our Casper office with some travel to existing and potential project sites. This position requires strong computer skills, familiarity with scheduling, job costing software, and Microsoft Office.

We seek professionals committed to safety, quality, and productivity. McMurry Ready Mix offers a competitive employment package that includes medical, dental, vision, life insurance, 401k plan, and vacation. Salary depends on experience.

Candidates should possess leadership potential, be problem solvers, and able to make decisions in a fast-paced environment.

*Application Instructions  :Interested candidates should email a resume to john@mrmco.net and follow up with John at (307)473-9581 before the end of August.