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Duke Realty, one of the largest commercial real estate and construction companies in the United States with logistical/distribution properties in 20 major U.S. cities, has an opportunity for a Project Engineer to join our construction team in Irvine, CA to assist in the coordination and management of commercial construction projects. Candidates must be attracted to a fast-paced environment where responsiveness and customer service are highly valued. A predisposition towards teamwork and personal responsibility will be critical to a candidate's success. Responsibilities will include, but not be limited to, the following:

- Assist Project Manager and/or Superintendent with the successful administration and management of a project, and in some cases, concurrent projects.
- Assist in the preparation, negotiation, and execution of all Owner/Contractor/Consultant agreements and change orders
- Responsible for initiating and maintaining accurate and timely project documentation
- Responsible for communication with both internal and external stakeholders to ensure that project goals, cost, schedule, and quality are achieved.
- Assist with preparation and review of monthly pay application process
- Maintain and monitor Development and Construction Schedules
- Facilitate and track permitting processes
- Coordinate design changes and bulletin issuance
- Perform other duties as assigned by their Manager.

#### **Requirements:**

- Candidates with previous construction experience preferred (Applicable Internships will be considered). Candidate enjoys the challenge of building projects and managing subcontractors in a field setting.
- Open to travel to projects in state and out of state.
- BS degree in construction engineering, construction management, civil engineering or related field required.
- Ability to manage and direct Subcontractors and maintain relationships.
- Possess strong initiative and effective organizational skills.
- Attention to detail, and ability to multitask and prioritize workload.
- Ability to establish and maintain rapport and interact with various levels of professionals.
- Demonstrated experience working with MS Office Suite to include Word, Excel, and Outlook. Experience using Procore and MS Project software programs is desired.
- Excellent written and verbal communication skills.

We offer a competitive salary with bonus opportunity as well as comprehensive benefits including medical, dental and vision coverage, 401(k) and a wellness program.

Interested candidates please apply on line at <http://www.dukerealty.com/careers> or email resume to [chris.ferguson@dukerealty.com](mailto:chris.ferguson@dukerealty.com).

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www.dukerealty.com

Duke Realty is an Equal Opportunity Employer of Minorities, Females, Protected Veterans and Individuals with Disabilities