JOB ID 11093: Civil Engineering Project Coordinator

DHDC Engineering Consulting Services, Inc., a Columbus, OH based Engineering Consulting Services Firm has multiple openings for JOB ID 11093: Civil Engineering Project Coordinator.

Job duties include:

* Assisting with the generation of on-demand forecasts, the analysis of statistical data, and the provision of recommendations for project planning and optimization.
* Assisting with financial planning and record-keeping for Project Needs.
* Contribute to the enhancement of project performance by creating work plans, project proposals, technical reports, and cost evaluations.
* Assist in coordinating office activities for efficiency, quality, and adherence to company policies, while conducting inspections to ensure compliance with codes and regulations.
* Testing of concrete, soil, and asphalt, as well as assisting with ongoing construction inspections.
* Laboratory analysis and categorization of rock and soil samples, as well as the creation of logs.
* Perform the task of generating field inspection reports.
* Perform thorough review and analysis of technician field inspection reports as required.

Requirements: Master's degree in Civil Engineering, Building Technology, Business Administration, Financial Economics or related with at least 12 months of experience. Salary ranges between $78,998.00 to $80,000.00/year. Send resume to: [haque@dhdcinc.com](mailto:haque@dhdcinc.com) including the JOB ID. Travel and relocation to various unanticipated client locations throughout the United States may be required. Equal Opportunity Employer.