



## Automated Controls

### Assistant Project Manager

Posting#: H19-008

Automated Controls is a leader in the Pacific Northwest for open-protocol and custom developed Building Automation and Industrial Control systems. We thrive in a casual but dynamic work environment where employees explore the possibilities above and beyond a job description. We are seeking an Assistant Project Manager to join our Building Automation team.

In this position, your duties will entail:

- Estimation and preparation of proposals and review of plans and specifications
- Assisting in the coordination of projects from inception through completion.
- Assist in the generation of project scope and cost documents, including RFIs, RFCs, etc.
- Assist with the preparation of submittals, technical memoranda, reports and electronic deliverables.
- Perform routine aspects of engineering requiring knowledge and application of basic engineering principles.
- May use computer-assisted engineering software and equipment to perform engineering tasks.
- May be required to support on site tasks

### Preferred Qualifications

- Strong written and oral communication skills
- Organizational skills with an attention to details.
- Experience with the Microsoft Office suite of products including Outlook, Word and Excel
- Experience with PDF editing software.
- Bachelor's degree in Electrical Engineering, Mechanical Engineering, Construction Management, or related fields is desirable

### Benefits

- Paid Time Off
- 401(k) and Profit Sharing
- Medical, Dental, Vision
- Monthly Company Events

Resumes can be emailed to [careers@automatedbcs.com](mailto:careers@automatedbcs.com). Include the posting # in the subject line.