

Schedule Manager



Job Description:

The person in this position will be responsible for all phases of the Schedule Manager position including, but not limited to:

- Oversee distribution of requests for proposals and invitations to bid
- Review and organize accurate schedules for customer review
- Develop and maintain relationships with all other departments in the company
- Provide professional and accurate schedules to customer, estimators, and operations
- Provide professional and accurate schedules to our subcontractors

Qualifications:

- Strong Computer Skills
- General knowledge of Microsoft Application Systems
- Professional phone etiquette
- Strong organizational skills
- Team Oriented
- Ability to multi-task on multiple projects at once

Experience:

- 3 to 5 years construction experience
- 2 years working in a high paced office environment

Education:

Four year college degree (desired; not required)
High School Diploma/GED

How to Apply:

Fax, Mail, or E-mail your resume by July 31, 2015

Stephanie Wallis

Human Resources/Payroll Manager

A-1 Chipseal & Rocky Mountain Pavement, LLC.

303-464-9261 (fax)

swallis@a-1chipseal.com

A-1 Chipseal Co. & Rocky Mountain Pavement is an Equal Opportunity Employer