



**CALLING ALL  
NEW GRADS!**

# **WE'RE HIRING**

CoRE is expanding its Construction Monitoring & Risk Assessment services, and seeking an enthusiastic, professional and motivated individual to join our team.

It is a fast-paced position, with the expectation of handling several projects simultaneously. Your approach to each project is through the eyes of its stakeholders, evolving as each project progresses.

Contact us to learn more about  
Engineer I Responsibilities  
[Info@C3S-CoRE.com](mailto:Info@C3S-CoRE.com)

# ENGINEER I - CONSTRUCTION ASSESSOR



## ESSENTIAL TASKS

- Manage multiple projects simultaneously.
- Maintain CoRE's quality of deliverables throughout the project's life cycle.
- Coordinating with CoRE team members, in order to deliver projects/deliverables according to plan and standard
- Cultivate strong relationships with the CoRE team members and the Client in order to successfully deliver a quality product on time
- Conduct site assessments and observations in a timely and professional manner
- Generate reports in accordance with Client requirements and CoRE standards

## RESPONSIBILITIES

- Overall responsibility of all portions of the services/reports being provided, including text and appendices.
- Communicate with senior CoRE staff regarding scope-of-work and client expectations throughout the term of the project.
- Effectively communicate project expectations (i.e. Client's scope-of-work, risk tolerance, templates, etc.) to team members and assessors in a timely and clear fashion throughout the course of the project.
- Provide solid recommendations and solutions to senior staff and clients, while understanding the assessment's potential impact on the transaction process.
- Collaborate with CoRE senior staff to properly and quickly identify and resolve issues with projects.
- Deliver appropriate progress reports, recommendations to the CoRE team and Client.
- Consult with CoRE senior staff to manage and address client follow-up, questions, and concerns.
- Communicate and coordinate follow-up questions with senior staff during internal Quality Assurance review process
- Work with CoRE's senior staff to coordinate and respond to client requests for changes in project scope.

## EDUCATION & EXPERIENCE

- Bachelor Degree from accredited university in architecture, construction management and or engineering discipline.
- 1-5 years relevant experience in construction or construction related field such as architecture, construction management and/or engineering.
- Experience in performing Property Condition Assessments a plus

## COMPENSATION & BENEFITS

- Company-match 401K program
- Paid vacations and time-off
- Health and dental insurance
- Competitive starting salary
- Remote working potential
- Travel reimbursements

# QUALIFICATIONS

CoRE is seeking a professional individual with the following skills, experience and attributes:

- Bachelor's degree in engineering, architecture, construction management or related field required
- Certification as either an Engineer In Training, Professional Engineer, Registered Architect or in the process of pursuing, preferred
- Previous experience in construction administration, construction management, architecture, engineering or similar
- Experience performing Plan & Cost Reviews and related services
- Knowledge and experience in assessing the various commercial & residential property types
- Knowledge of the permitting process, construction agreements, and documentation
- Familiarity with best practices of construction, building codes, and building types
- Proficiency in Adobe Acrobat, Microsoft Word, Excel and Outlook
- Advanced communications skills (written and spoken)
- Willingness to travel when necessary
- Position includes work outside, climb ladders, navigate through low-slope roofs, stairs, sites and under-construction interiors
- A 'go-getter', self-motivated, resourceful and professional individual who can work independently on multiple projects under tight deadlines, under the guidance of senior staff

## Education & Experience

- Bachelor Degree from accredited university in architecture, construction management and or engineering discipline.
- 1-5 years relevant experience in construction or construction related field such as architecture, construction management and/or engineering.
- Experience in performing Property Condition Assessments a plus