



Project Assistant

Welty – Brae Burn Construction, an established and growing commercial construction company, is seeking to fill a key position in the Houston, TX market. Welty – Brae Burn Construction, with more than 70 years of building experience throughout the Southwest, Midwest and Atlantic, is seeking a project assistant who will provide support to project managers and superintendents.

Successful candidates must possess the following attributes:

- Strong communication skills
- Organizational and time management skills
- Ability to prioritize and handle multiple tasks simultaneously

A project assistant would also be responsible for word processing, preparing meeting minutes, processing subcontract agreements, purchase orders and change orders. Candidate must be proficient in all Microsoft Office programs.

Welty – Brae Burn offers competitive compensation and benefits package.

Interested candidates can send their resumes in confidence to careers@thinkwelty.com

Welty – Brae Burn Construction is an equal opportunity employer.