



Project Assistant

Welty Construction Company LLC, an established and growing commercial construction company, is seeking to fill a key position in the Houston, TX market. Welty Construction Company, 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 Construction Company offers a competitive compensation and benefits package.

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

Welty Construction Company LLC is an equal opportunity employer.