



Project Assistant – Houston, Texas

Welty Construction Company is seeking to fill key field positions based out of our Houston, Texas office. Welty Construction Company provides professional construction management services, specializing in Lean Construction, for clients in a variety of healthcare, commercial, education, energy and hospitality markets nationwide. With offices in Akron, Cleveland and Columbus, Ohio, Houston, Texas and Pittsburgh, Pennsylvania, Welty has been Enriching Lives through Great Buildings since 1945. Learn more at: www.thinkwelty.com.

At Welty Construction Company, we live our terminal values of **Openness, Passion, Teamwork, Integrity, and Customer Centricity (OPTIC)**. We bring a creative energy to our projects where every individual is an essential part of the team. The work we do is collaborative, with an entrepreneurial spirit, and opportunity for growth and improvement. With our cutting edge approach, we expand the boundaries of the way things have always been done in favor of innovation, and exceeding our client's expectations. Welty does much more than construct and build great projects and buildings, we build relationships – with our clients, employees and the communities they serve.

Welty Construction Company 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 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.