

# **Project Manager & Assistant Project Manager - General Construction (VERNON)**

Project Manager (Full-Time)  
Assistant Project Manager (Full-Time)

The Arcadia Group is a leading single source supplier of architectural building products, including curtain wall, storefront, entrance, window and interior framing. Arcadia's passion developed 80 years ago to provide the architectural community a source to assist the preparation of both clearer drawings and project specifications. The type of knowledge, experience and passion that Arcadia embodies service as the framework for their commitment and service to design community.

## Position Summary

The Arcadia Group is seeking UCLA Henry Samueli School of Engineering students undergraduate or graduate program for a career in project management (Project Manager and Assistant Project Manager position(s)) to assist with plan and specification projects.

The Project Manager/Assistant Project Manager must possess practical knowledge in construction management, be able to read general plans with an emphasis on storefront and curtain wall systems and specifications.

Provide excellent customer service and ensure the smooth operation of critical administrative and organizational support.

## Essential Position Responsibilities

Duties include, but are not limited to a reliable project manager and assistant project manager to plan construction projects with general knowledge of building products, construction details with a understanding of all facets of the construction process.

A strong working knowledge of Excel and Microsoft Office and a minimum typing speed of 35 wpm is required. Successful candidate must also be energetic, a self-starter, and able to prioritize.

The ideal candidate will exhibit grace under pressure, be detail-oriented, and organized. Must also have superior math skills and be able to work on multiple projects simultaneously. Proficient in Microsoft Office and Excel is required. Strong preference for candidates with a track record of being punctual, professional and courteous.

## Education and Experience:

Arcadia, Inc. is focusing of a permanent position basis with candidates that are undergraduates working towards Civil Engineering BS; Mechanical Engineering BS or Manufacturing MS.

GPA must be above 3.5. Arcadia, Inc. would not at this time provide working credits for interns.

## Office location/Work Schedule/Environment

The Arcadia Group is located within Los Angeles, (90058) walking distance from the Metro Blue Line and near the 101, 110, and 10 freeways. We offer a 8/40 hour work week with regular business hours Monday through Friday from 7:00 A.M. to 4:00 P.M.

In addition, you may be required to work overtime or hours other than those normally scheduled whenever necessary.

It is a business-causal yet professional and productive work environment. The main responsibilities of this position are performed in a fast paced office environment. This candidate must be able to keep focused despite many interruptions and distractions.

## Benefits – Compensation

- Employee Group Insurance include medical, dental, vision and life insurance
- Paid Holidays, Sick and Vacation
- 401(K) Profit Sharing Plan
- Compensation based on experience
- 8/40 schedule (flexible with the right candidate)

#### Document Requirements

Must have a valid government issued identification ie... Driver License, Identification Card and/or Military Identification also with a Social Security Card. Current Transcript with course study with grand point average.

#### Pre-Employment and Orientation

The Arcadia Group is an Equal Opportunity Employer that requires pre-employment physical, drug testing, back ground check and screening.

If you are interested in joining The Arcadia Group, please send a cover letter, resume and salary requirements to [jallen@arcadiainc.com](mailto:jallen@arcadiainc.com)

If you pass our pre-screen filters, we will conduct a scheduled phone interview. If we feel you fit our standards, we will contact you to schedule for an in-person interview.

The Arcadia Group provides orientation and an employee handbook to acquaint you with the company working conditions, employee benefits and policies affecting your employment.

No Relocation Package offered at this time.

No Recruiters and/or Telemarketing.