

Employment Opportunities

A Company in Baltimore Area is seeking to hire individuals with the following Background

1. Bookkeeper

- Controls materials, records, and stocks
- Makes out payroll
- Input accounts payable and Receivable
- Perform bookkeeping duties
- Handles simple banking activities
- Accounting procedures and Auditing
- Practice Good Accounting Practice (GAP)
- Elementary construction knowledge
- Job analysis and evaluation

2. General Manager - Construction

Construction general managers wear many hats. Job duties for construction managers include bringing in projects, calculating cost estimates, budgets, and schedules, selecting appropriate construction methods for any project and budget; explaining contracts and technical information to employees; supervising construction personnel and activities onsite; developing workarounds for delays and other problems; and hiring and training workers and subcontractors, as well as making sure the project meets all building and safety codes.

3. Estimator

Complete estimating Services, Detail oriented.

Takes off quantities. Set up detailed sheet, compute, and codes data in itemized form to include breakdown of labor, material, equipment installation, overhead and proposed profit costs.

Prepare bid documents and respond to all adjustments to drawing and specifications.

All resumes should be sent to Niwuoha@avalon-jln.com