

# WHPacific

POSITION REQUISITION

**JOB NUMBER:** 10-038  
**DATE OF REQUEST:** July 16, 2010

**JOB TITLE: PROJECT SPECIALIST III**  
**LOCATION:** Albuquerque, New Mexico

**PHONE CALLS NOT ACCEPTED.**

**For detailed job requirements and to apply, please visit our website at [www.whpacific.com](http://www.whpacific.com)**

Responsible for assisting the Director and Project Managers within the Facilities Design Group. Position includes assistance with Project Management, Design and Construction Phase Services.

**Design Phase Services** to include: generate specifications and contract documents; develop Project Quality Management Plans and develop project milestone schedules all based on input from senior project managers or staff.

**DBE Program Monitoring** to include: administration of "Disadvantaged Business Enterprises" (DBEs) program for the Business Line clients.

**Construction Phase Services** to include: processing of pay applications, attend bid openings and issue Letters of Award, submittal tracking, processing subcontractor work plans and processing change orders.

**Assistant Project Management** to include: financial project analysis and reports on a weekly and monthly basis (A/R, estimates to complete, Utilization, etc) and address areas of concern. Assist with the monthly earned value project tracking process. Process all project setup forms and change orders for submittal to accounting. Produce project work plans and Design ReviewRecords. 5years experience (with 3 years experience in an E/A firm preferred).