



Project Assistant/Marketing Lead

Are you ready to advance your career? Come join a team that is dedicated to your growth and success. This job is for a project controller with 5+ years' experience that is able to work with the accounting system, oversees HR scheduling/onboarding, understands the accounting related to WSDOT audited rates and tracking of receipts, and is able to aid in marketing for the firm.

The types of projects that Red Barn Engineering Inc. targets are for single-family, multi-family, mixed-use, commercial projects, WSDOT, and civil & transportation infrastructure in the Seattle-area. Candidate must be a self-starter and understand accounting systems and invoicing thoroughly. Red Barn Engineering Inc. on average is involved with over 100 permits per year on various type of projects and so tracking project schedules is key.

Red Barn empowers each individual by giving them dedicated time for research and development. The goal of this position is to assume the role of the administrative manager. This position is for someone who holds a firm understanding in consultant communication and client expectations.

The company is growing and offers 401K, healthcare insurance, and profit sharing.

Email resume and cover letter to admin@redbarn-engineering.com. Resumes without cover letters will not be reviewed.

Experience:

- Project controller with 5+ years with extensive work in site development.
Understanding of Quickbooks, BQE Core, Primavera, and Smartsheets is a plus.
Thorough understanding of how to communicate to clients.
- Consistent delivery of accurate timekeeping and bookkeeping for a small to midsize firm.
Must be able to pass a background check for federal military work.
- Must be skilled at: Microsoft products, Visio, InDesign, Quickbooks
- Must have excellent writing skills

Education:

- Must have a high school education and a college degree in accounting, marketing, history or related field.

Must be U.S. Citizen. Proof of U.S. Citizenship through W-9 will be required in person.
Must be comfortable talking to clients and building relationships for long-term marketing strategies.