AVAILABLE POSITIONS

Assistant Project Manager

Job Duties:

- Coordinate with the President, Resident Engineers, and other Project Managers to support successful project planning and execution of Heavy Highway Construction.
- Assist with writing quotes for upcoming projects while maintaining accurate documentation, ability to read drawings, project plans, and related records.
- Prepare and review cost estimates, bids, and to ensure accuracy and alignment with project requirements.
- Order project materials, monitor costs, and track expenses throughout the project lifecycle.
- Identify and resolve project issues promptly to help prevent delays, cost overruns, or budget impacts.

Pay is based on Experience.

Please send a Resume` to sherry@northerncontracting.net

Or come to 1851 Coltonville Rd. Sycamore IL. To fill out an application.

Data Entry Position:

Pay Rate based on experience starting at $18.00 per hour-

(Review after 30-45 days - then again at 6 months)

Business Hours: 8:00 am to 5:00 PM

We are looking for someone: 9:00am to 5:00pm

Job Details:

- Computer skills required: Office-Excel-Word
- Entering various forms and data and into different programs i.e.: LCP-IDOL
- Typing up quotes for job bids
- Calling in Julies for certain job locations.
- Answering phones and directing calls taking detailed messages.
- Filing Documents
- Various inner office duties.

If Interested:

Please email Resume` to: sherry@northerncontracting.net

Or stop into

1851 Coltonville Rd. Sycamore, IL. 60178 fill out the application.

Accounting Position:

Pay Rate Based on experience starting at $22.00 per Hour

(Review after 30-45 days - then again at 6 months)

Business Hours: 8:00 am to 5:00 PM

We are looking for someone: 9:00am to 5:00pm

Job Details:

- Computer skills required: Office-Excel-Word-Quick Books Online
- Accounts Receivable - Accounts Payable - Must have current experience using QuickBooks
- Must be detailed oriented
- Answering phones and directing calls, taking detailed messages.
- Filing Documents
- Various inner office duties.

If Interested:

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Or stop into

1851 Coltonville Rd. Sycamore, IL. 60178 fill out the application.

Fence Assistant

Job Summary

The Assistant Residential Fence Installer supports the lead installer in installing wood, vinyl, PVC, and metal fences for residential properties. This is a physically demanding role focused on manual labor, material handling, site clean-up, and learning the trade.

Job Responsibilities

- Assessing the Site for Preparing Quotes for Specific Job and Location.
- Unload materials (posts, panels, concrete bags) safely from the truck and move them to the installation area.
- Dig post holes manually using post-hole diggers and shovels or assist with a gas-powered auger.
- Mix and pour concrete under the direction of the lead installer to secure fence posts.
- Clear property lines of old fencing, brush, or minor landscape obstructions.
- Site Clean-up & Maintenance, clean the job site thoroughly by backfilling dirt, raking, and sweeping away debris.
- Pack and organize tools back into the company truck at the end of every job.

Qualifications & Requirements

- Driver's License: Must possess a valid driver's license with a clean driving record.
- Language: Must speak English to follow safety instructions and coordinate with the team.
- Experience: Entry-level to 1 year of experience in general construction is preferred, but we will train the right candidate.
- Physical Ability: Able to lift up to 80 lbs repeatedly and work on your feet all day in varying outdoor weather conditions.
- Attitude: Punctual, reliable, and eager to learn the fencing trade.
- Tools: Basic familiarity with hand tools (hammers, tape measures, shovels) is a plus.

This is a full-time position.

Pay is based on Experience.

Please send a Resume` to sherry@northerncontracting.net

Or come to 1851 Coltonville Rd. Sycamore IL. To fill out an application.

Sales Representative

1851 Coltonville Rd. Sycamore IL.

We are looking for an Experienced Fence Sales Representative with Strong Estimating Skills

The ideal candidate understands everything from guiding a homeowner through zoning permits to executing bids.

What You'll Do

- Residential Sales: Run pre-set in-home consultations, measure properties, and present wood, vinyl, chain-link, and ornamental options directly to homeowners.
- Required: Minimum 1 year of experience in Fence Sales or Fence Estimation.
- Experience Reading Blueprints.
- Knowledge of Fence Materials (wood, vinyl, aluminum, chain link, commercial-grade security fencing).
- Understanding of local building codes, permitting, and safety requirements.
- Sharp attention to detail with flawless math, measurement, and takeoff accuracy.
- Must also have the skill to assist in Installing Fences when needed.
- Valid Driver's License and clean driving record.
- Computer Skills
- Must be able to Speak English to be able to communicate with customers and Staff.

What We Offer

- Competitive Base Salary based on Experience
- Company Vehicle

Apply today with your Resume and a summary of your Fencing Sales Experience!