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### **Project Manager & Project Surveyor**

The Gallas Surveying Group is recognized as an industry leader in professional land surveying & consulting services throughout the Eastern United States. We are seeking motivated individuals who want to be an integral part of our successful, growing team.

#### **Job Description**

The Project Manager & Project Surveyor will work directly with the survey team and Principal to complete surveying projects on a daily basis.

- Assist in the training and management of survey department field crews, CAD technicians and support staff.
- Assist in the managing, scheduling, coordination and quality control of field and office procedures.
- Financial management of survey projects including proposal preparation, billing reports, invoicing and collections.
- Survey boundary analysis and computations of ALTA, Boundary, Topography, utility and roadway surveys utilizing AutoCAD, Land Development Desktop and Carlson software.
- Construction stakeout services including field setup and quality control of construction stakeout projects.
- Quality control of all survey documents including survey plans, record plats, descriptions and review of title commitment reports. Also includes peer review of other office project team's deliverables.
- Assist with client meetings, conference calls and coordination.
- Perform other related duties as assigned or requested.

#### **Qualifications**

Successful candidates should possess:

- Surveying or related field degree in-process acceptable.
- Licensed/registered as a Professional Land Surveyor or Land Surveyor in training (LSIT) preferred, but not required.
- Must be proficient in the use of computers and have a minimum of 3 years' experience and be well versed in Carlson software, AutoCAD, and Land Desktop products.
- Must have strong organizational skills to manage multiple projects, be self-directed with good verbal and written communication skills.
- Ability to successfully manage tight deadlines and multitask in order to meet/exceed project deadlines.

At GSG, we offer above market compensation coupled with a very competitive benefit program including Medical, Dental, Life, LTD, FSA, 401k w/generous match, tuition reimbursement & plenty of PTO time.

GSG is committed to achieving excellence in everything we do. We highly value quality output, teamwork, integrity and take pride in our performance and our client satisfaction. GSG considers these elements essential and believe they are the foundation of our competitiveness and success. We are looking for those individuals that share these goals and wish to be a valuable contributor to our future.

All interested candidates please respond with your resume to: [cpotter@gallassurvey.com](mailto:cpotter@gallassurvey.com)

For more information about GSG, please visit us at [www.gallassurvey.com](http://www.gallassurvey.com)

The Gallas Surveying Group is an equal opportunity employer and affords equal opportunity to all applicants and employees for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under the law.