



## **Labor Monitor**

An Astoria based General Contracting firm is currently seeking a full-time Labor Monitor. The ideal candidate will have excellent interpersonal, analytical, organizational and communication skills. We require extensive site tracking and site access controls at all our sites. We are looking for persons with good work ethic and good math skills that are interested in understanding the construction processes to ensure that our policies and procedures regarding site compliance are adhered to.

The responsibilities include, but are not limited to:

- Monitoring all aspects of the project access control procedure and reporting/resolving all logistical and technical deficiencies
- Reviewing daily sign in sheets with site access data on a daily basis and reporting any discrepancies.
- Walking the site daily to monitor compliance.
- Interview workers to detect any issues related to wages
- Suggesting improvements to the access control procedure.
- Training employees involved in the policies and procedures.
- Assist office to review payroll reports to ensure compliance, as well as preparation for monthly site monitor audits.
- Assist field personnel with any responsibilities outlined in the procedure in the event they request assistance.

Required skills:

- Excellent written and communication skills
- Proficiency with programs from Microsoft office such as but not limited:
  - o Word
  - o Excel
  - o PowerPoint
- Excellent communication skills, critical thinking and problem-solving abilities, and ability to prioritize organize and manage time
- The ability to work independently as well as part of a team

Education & Experience:

- High School Diploma or equivalence required
- 30HR OSHA

Job type: Full-time

Location: Astoria, Queens

Benefits:

- Health, dental and vision insurance
- 401k with employer match (based on vested schedule)
- Aflac



- Paid Time Off
- Tuition Reimbursement
- Paid Family Leave Program to care for a new born, your own illness or for employee “family care giver”

Mega Contracting Group, LLC is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. We are committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation.