

Office Leader

Experience Level: 6 years | Location: Indianapolis, IN

Position Responsibilities

- Business development
- Client relationship account management
- Staff evaluation, training and development, coaching and mentoring for growth
- Project management including guiding clients through all phases of project delivery (planning, scheduling, estimating, design, finance, invoicing and collections)
- Office management
- Developing, designing and peer review of project construction document plans and specifications
- Regulatory coordination, permitting and attending public agency review evening meetings
- Supervision of project technical staff
- Communicate and coordinate regularly with Principal-in-Charge
- Ensure self and staff uphold company core values at all times.

Position Requirements

- B.S. in Civil Engineering
- At least 6 years of experience in civil engineering site plan design consulting
- Professional Engineer registration in the state of Indiana

Position Qualifications

- Demonstrated ability to sell services
- Actively involved in, or previously held leadership positions, in outside professional organizations related to the AEC industry
- Demonstrated supervision and leadership experience of project technical staff
- Demonstrated ability to manage several complex projects and staff simultaneously
- Strong electronic design skills (preferably latest Autodesk AEC Collection software)
- Civil engineering design skills with a focus on site planning, grading, utility systems, storm water management, sanitary sewer and water main design, roadway improvements, and construction administration.

Take The Next Step

If you are interested in joining the team, please e-mail a cover letter letting us know how you would complement our team, along with your resume to recruiting@bayerbecker.com

Bayer Becker is an Equal Opportunity Employer



why bayer becker?

get what you deserve

Compensation starts with a market-competitive salary, but we offer benefits that have real value – benefits that mean something to you. Your job is just one small part of who you are and our benefits aim to support more than just that. This includes medical, dental, vision, and life insurance for your physical health. For your financial well-being, we provide 401K with company match, HSA, and profit-sharing. We want you to continue to grow professionally so we offer Bayer Becker University, paid professional development, and tuition assistance. And for everything else – we offer paid time off (PTO), parental leave, short term disability, and ten paid holidays. You're worth it.

we're a family

We started as a family owned business in 1967 and we've been growing that family ever since. The kind of family that supports your ideas, celebrates your weird stuff, cares about you, and wants to see you succeed in your own way. The Bayer Becker family is approachable and down to earth - all of the brains without the ego. We are proud of our flexible and casual work style. It's how we do our best work. If you're tired of your office and ready for a workplace, our family's always here.

a trusted & sturdy foundation

Since 1967, Bayer Becker has provided the highest quality professional design services for the land development industry in Greater Cincinnati area. We are committed to excellence and providing our employees with an opportunity to work on impactful projects as part of a highly skilled and dynamic team. Here, you'll work with the latest technology and have the resources you need to get the job done right.

shape your community

As a Office Leader with Bayer Becker, you have the unique position to help shape the development of communities in Greater Cincinnati. The region is growing faster than ever. Now is your chance to be a part of that growth. Leave your mark!

