

Job Description: Project Assistant

Position Summary

Efficiently facilitates the administrative needs of the Project Manager while representing Company in a professional manner to all external and internal customers, customer prospects and the public.

Knowledge/Skills/Abilities

Possess good oral and written communication skills and exceptional computer and software communication skills. Have strong organizational skills. Ability to effectively multi-task while maintaining the willingness to assist customers, vendors, and co-workers. Possess intermediate level skills for Microsoft Outlook, Excel, Word, and Project. Fishbowl experience not required, but preferred.

Responsibilities

- Assist department in all functions including the following:
 - Load inventory into software
 - Update reports and distribute to client
 - Creating/increasing PO's
 - Assisting PM in ensuring job schedule and material status is correct
 - Coordinate paperwork for hiring of personnel
 - Assuring the project is set up correctly in software as early in the process as possible.
 - Helping maintain the budget (making any corrections, alert when over budget, etc.)
 - Solving issues with invoices
 - Ensuring subcontractor invoices are sent to DC for processing
 - Participating in internal project kick off meetings
 - Coordinate Project Manager/Superintendent approvals on subcontractor and vendor invoices within required timeframes and follow up as necessary when disputed invoices occur.
 - Follow-up on signed Purchase Orders (PO) from DocuSign - working with PC Interface with superintendents and communicate effectively with Sales and Administration.
 - Assist superintendents in researching special material needs and communicating with subcontractors concerning order status and invoices.
 - Provide clerical assistance to superintendents in organizing weekly invoices, incident reports, printing resident notifications and other tasks as needed.
 - Coordinate the Job Closeout Process and ensure balances are maintained and equipment and materials properly inventoried and/or transferred to future projects

Critical Traits

Positive "Can Do" Attitude, Organized, Resourceful, Honest, Reliable, Courteous, Responsible Attention to Details, Time Management Prioritizing, Critical Thinking

Eligibility for Benefits

Schedule:

- Day/Night shift
- Monday to Friday and 7 days/week plus overtime

Experience:

- Customer service: 5 years (Preferred)
- Administrative: 5 years (Preferred)
- Project coordination: 5 years (Preferred)