

# Project Administrative Assistant

## Job Description

### Project Administrative Assistant Job Summary

We are looking for a responsible Project Administrative Assistant to work with managers to prioritize tasks and meet project deadlines and goals. The Project Administrative Assistant will perform an array of functions that may include general administrative support to projects and project managers and may be the first point of contact for all project communication. This position requires an individual to undertake a variety of administrative functions. In order to be successful, the candidate needs to bring administrative skills and experience, as well as a willingness to learn our processes and systems. It is also expected that the individual be a self-starter, personally well-organized/detailed, and willing to provide outstanding customer service follow-up, and assistance to our customers.

### Essential duties and responsibilities

- Assist in producing proposals, take-offs, estimates, and reports.
- Assist in preparing purchase orders of material.
- Assist in preparing work orders for installers.
- Organize and maintain project files and folders.
- Assist in order tracking and receiving.
- Assist in tracking inventory of supplies.
- Assist in ordering samples from vendors.
- Assist in labeling samples or materials and coordinate shipment of materials.
- Assist in monitoring the project budget.
- Schedule meetings and prepare documents.
- Assist clients, customers, and vendors in solving daily business problems.
- Ability to focus on multiple tasks at the same time.

### Qualification requirements

- High school diploma or equivalent required.
- A formal education in business is a plus, but not required.
- Interest in learning/setting up new technology.
- Experience in administrative assistant work.
- CAD experience preferred.
- Strong communication, organizational, time management, and mathematical skills.
- Professionalism, to include dependability, accountability, and punctuality.
- Strong computer skills are required.
- Demonstrates accuracy and thoroughness.
- Identifies and resolves problems in a timely manner.
- Prioritizes and plans work activities; adapts for changing conditions.
- Asks for and offers help when needed.

Job Type: Full-time

Salary: based on experience & education