

## **Project Administrator**

Northland Mechanical Contractors, Inc., a leading mechanical contractor in business since 1971 is seeking a highly driven, full-time Project Administrator. Northland is focused on providing the highest quality services and solutions to our customers in and around the upper Midwest. Putting our client's interests first, we work hard to not only meet but exceed our customers' expectations. Our highly trained staff are specialists in their fields and work as a cohesive team to deliver quality, dependable services to our clients.

As a Project Administrator, your main responsibility will be supporting our Construction and Special Projects teams, as well as our accounting department.

### **Responsibilities will include the following:**

- Perform administrative office functions utilizing a Windows-based operating system.
- Review and activate Special Project work orders, request permits, and ensure all required documentation has been received.
- Follow up on open Special Project and Construction permits, work with Project Managers and our Dispatch team to schedule inspections, and submit paperwork to the Office Manager upon closeout.
- Support the Special Projects team with various projects, including creating work orders and purchase orders, and compiling closeout documentation.
- Review and enter Construction job invoices.
- Prepare Subcontract Agreements to meet job specifications.
- Review, enter, and track Subcontractor payments, requesting checks when needed.
- Enter credit card receipts and reconcile multiple credit cards monthly.
- Back up support for Construction bids including requesting bid bonds, filling out bid forms, etc.
- Back-up support for proposal processing.
- Back-up support for applying for permits.
- Back-up support to Accounts Payable for invoice entry as needed.
- Prepare printed materials, copy and assemble various documents, filing as needed.
- Support administrative staff with various projects as assigned.

### **The successful Service Administrative Assistant candidate will have:**

- Strong MS Office software proficiency.
- Ability to type a minimum of 65 wpm.
- Strong aptitude for math; Accounts Payable experience a plus.
- Detail-oriented and comfortable working in a fast-paced office environment.
- Exceptional communication skills.
- Superior organization and dedication to completing projects promptly.
- A positive, courteous, and helpful demeanor.
- Desire to work in a team environment toward a common goal.
- Construction or Mechanical industry experience is a plus.
- Sage 300 CRE (Timberline) software experience is a plus.

### **Excellent compensation package provided including:**

- Competitive salary commensurate to experience
- Medical and Dental Benefits available
- Paid holidays
- Generous Paid Time Off program
- Monday – Friday work week