

1303 Western Ave.

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www.bandbelectric.com

*Equal opportunity employer*

**Project Manager Assistant**

**Goal:** Ensure customer satisfaction by completing projects on time & on budget while maintaining profitability with the most integrity & innovation possible.

**Summary:** The Project Manager Assistant provides support to the Project Manager by coordinating project activities related to any and all projects. The position's main duties are to ensure the continuity and efficiency of each project from start to finish through clear communication to all parties involved.

**Key Responsibilities:**

1. Take direction.
2. Resolve the problems for project managers.

**Principle Duties:**

* Complete any tasks assigned by the Project Manager in an efficient and timely manner
* Perform administrative tasks such as meeting minutes, prepare project reports, change orders, create subcontracts and purchase orders
* Assist the coordination and management of projects
* Organize and maintain project files and databases

**Qualifications:**

* Experience with Procore
* Prioritize and coordinate multiple projects, need ability to multi-task
* Ability to work independently and as part of a team
* Both written & verbal communication skills are extremely important
* Good phone etiquette/skills
* Excellent organizational skills with attention to detail
* Basic accounting knowledge/skills beneficial
* Proficiency in Microsoft Office programs and project management software
* Experience with Vista by Viewpoint is a plus
* Construction knowledge and/or background

**Employee Benefits**

* Paid Holidays
* Vacation
* Pension – 401K & Profit Sharing
* Insurance

**To Apply**

Please submit a letter of interest, resume, and one letter of recommendation to [sb@b-belectricinc.com](mailto:sb@b-belectricinc.com)