

Job description

Office/Project Administrator

Company Seeks Office/Project Administrator

Provide support on overall coordination, execution and scheduling for large and multiple ongoing lighting installations. Interface with internal employees and customers to ensure a timely and successful installation. In addition, provide administrative support to Project Managers and other staff to support day to day operations of our company.

Required Skills:

- Proficient with mainstream computer applications, including Outlook and Microsoft Office and must be able to learn other basic software platforms.
- Must be able to work independently, evaluate multiple ongoing action items and follow through on completion.
- Excellent organizational, communication, problem solving skills and planning skills.
- Ability to work in a team environment, sharing responsibility and workload to ensure our projects are delivered on time and meet our customer's expectations.
- Ability to take direction and complete tasks in a timely manner as assigned from Project Managers and Operational staff.

Preferred Skills:

- Experience in a support or administrative role.
- Previous customer service experience. Previous experience in a bookkeeping, invoicing or an operational role that included tracking billings, invoices and completion dates on projects or work orders.

We are a lighting sales organization covering Metro Detroit and NW Ohio. We offer a competitive salary, 401k, full company paid BCBS and other benefits.

Please forward your resume along with a quick note on why you would be a good fit for this position.

We plan on hiring the position immediately.