

Project Coordinator/Administrative Assistant

Earth Services & Abatement is searching for an experienced, committed, career minded Project Coordinator/Administrative Assistant to be part of our growing team in the Denver Area. Our ideal candidate will be a team player who is highly organized and motivated with a strong work ethic and desires to be part of a skilled team. This position will provide support to our Project Managers and field operations. This is an opportunity to work with one of the most established abatement and demolition firms in the US (top 5 by revenue according to ENR magazine). Our firm has been in business for over 35 years; we have an excellent safety record; and we are financially very stable.

Duties:

- Assists Project Manager, Field Supervisors and field staff by supporting day-to-day operations relating to inquiries and replies to customers, and/or employees.
- Responsible for scheduling and tracking employee certifications, physicals and testing.
- Working with multi-state agencies to obtain permits, modifications, and licenses.
- Responsible for contract administration including; waste disposal, P&P bonds/riders, liability insurance, prepare job books, pre and post submittals, and maintain job files.
- Entity management and corporate reports.
- Communicate work schedules to employees and track absences.
- Books travel/hotels for crew members as required for out-of-town jobs.
- Manage, organize, and maintain required documents and information in project management software.
- Ensure contractual agreements and working relationships with all vendors are developed, negotiated and maintained.
- Review time sheets for accuracy and submit to payroll for processing.
- Assist in special projects and other miscellaneous assignments, as needed
- Administrative duties may include, answering phones, greeting visitors, and Fed-ex.
- Other duties as assigned.

Basic Qualifications

- 2 - 4 years project coordinator experience in the construction industry required.
- Basic knowledge of Occupational Safety and Health Administration (OSHA) regulations.
- Strong work ethic and positive attitude.
- Strategic, detail oriented, strong organizational and problem-solving skills.
- Ability to thrive in an energetic/constantly changing/high performance environment.

- Able to maintain confidentiality at all times.
- Proactive in anticipating problems and proposing solutions.
- Strong command of the English language to articulate and write professional communications.
- Success factors include: good interpersonal skills, flexibility, the ability to focus, willingness to learn new things, taking pride in what you do, and being a team player.
- Intermediate computer skills, including proficiency in Microsoft Office Word, Outlook, Excel, and Access.
- S. Citizen, Permanent Resident Alien status or Authorization to work in the U.S.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the essential functions of this job, the employee is occasionally required to walk, reach with hands and arms, use hands and fingers to handle or feel objects, tools, or controls; specific vision abilities include reading detailed spreadsheets, a computer screen as well as close and distance vision; while performing the duties of this job, the employee is regularly required to sit or stand for up to 8 hours; regularly required to bend/stoop; occasionally lift, carry, push, pull, up to 25 pounds; talk, hear.

Work Environment

While performing the essential functions of this job, the employee may be exposed to mild noise level in the work environment. The stress level in this position is considered moderate.

We offer a dynamic team-oriented work environment with a benefits package that includes medical, dental, vision, life insurance, paid time off, paid holidays and a 401(k) plan.

*Earth Services & Abatement is an Equal Opportunity Employer:
Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity*