**Job Location:** Based in Elkhorn, Wisconsin, with travel throughout Wisconsin and Northern Illinois.

**Principal**

**Duties &**

**Responsibilities:** Reports directly to Executive Management while providing support to Project Management, Safety and Accounting Teams.

**Project Team Support**

* Works collaboratively with Project Team members to create and implement strategic plans to generate business opportunities, which result in achieved revenue objectives for Balestrieri.
* Coordinating Project Team’s field@balestrierigroup.com email address, answering, forwarding and/or following up with incoming emails.
* Proposal Follow-Ups
	+ Coordinating client proposal follow-ups with all Project Managers as directed.
	+ Purging inactive proposals six months or older unless otherwise directed.
	+ Preparation and distribution of proposal follow-up report for Executive Management and weekly Project Team Meeting.
* Project and O&M Books
	+ Knowledge of preparing, assembling, disassembling and distribution of Project Books and Operation & Maintenance (O&M) Books.
	+ Updating document server and project file drawers in both equipment room and Foreman area.
* Requesting project-related Certificates of Insurance (COI’s) from surety as required.
* Assisting with client pre-qualification requests as required.
* Assisting with hotel reservations for out-of-town projects as required.
* Assisting with Inspection Reports as required.
* Filing of materials for project job files and contractor files as required.
* Updating XRF Utilization Log and Drone Flight Log.
* Attend weekly Project Team Meeting, preparing an agenda of items to review with Team.

**Safety Team Support**

* Assisting with company’s Risk Management Program as required.
* Coordinating various requests from Online Contractor Management sites as required.
* Coordinating monthly Leadership Training Meetings with all field personnel.
* Coordination of 2-Hour and 16-Hour trainings, including proposals, follow-up, scheduling, assembly of training materials and final training certificates.
* Coordinating of all safety training of employees, including but not limited to client-specific training. Includes creating in-house training certificates for both external clients and employees.
* Assisting with administration of in-house safety audits, including report coordination for Executive Management and Surety Company.
* Coordinating security clearances for clients as required.
* Coordinating field wearables and PPE – ordering, inventory and organization.
* Assisting with annual OSHA 300 Logs, including uploading and posting requirements.
* Assisting with the company’s Health & Safety Program
* Assisting with the company’s Fleet Safety Program

 **Client Relations – External**

* Administer Customer Relationship Management (CRM) surveys
* Assisting Vice President with Balestrieri’s Website Management and Digital Media Specialist for content, layout and SEO optimization.
	+ Client e-newsletter topics, administration of mailing list, blogs and project case studies.
	+ Website coordinate and maintenance
	+ Maintain up to date domain name registration
* Maintain binder for marketing communication/projects and calendar for industry publication ads.
* Oversight of photo management for company projects and non-projects.
* Organize and coordinate company trade shows, association meetings and summer golf outings
* Coordinating company novelty and swag items.
* Assisting Vice President with annual holiday gift baskets/cards including weekly review of Field Schedule, clarifying and updating Outlook with Project Managers.
* Other responsibilities and projects as assigned.

**Client Relations – Internal**

* Requests from President of Balestrieri Environmental & Development, Inc.
* Create and manage Facebook Postings to company’s account.
* Monthly updates and postings for Employee Board in entrance area.
* Coordination of in-house football pool

**General Administration**

* Assist with answering all incoming telephone calls and faxes
* Fully versed in company databases: RAS, Job Log and Outlook
* Maintain a professional working relationship with co-workers, clients, vendors, sub-contractors and governmental agencies.
* Attend staff meetings as required.
* Cross-trained with office personnel as required.

**Qualifications:**

Education:Candidate must have an associate degree in a business-related field. A bachelor degree in a business-related field is a plus.

Experience: No prior experience necessary.

Skills: Candidate must possess a solid knowledge of Microsoft Word, Excel and Outlook in a PC networked environment. WordPress knowledge is a plus.

**Physical Requirements:**

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and/or feel objects, tools or controls, reach with hands and arms and talk and hear. The employee frequently is required to stand, sit, bend, twist, squat, reach and walk.
2. The employee must have the ability to communicate orally, both by personal contact and by telephone contact, in a clear manner.
3. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to distinguish people or objects at varied distances under a variety of light conditions.
4. The employee must be aware that computers may or may not cause a certain amount of radiation.

**Legal and other Requirements:**

* Must be eligible to work in the United States.
* Must be at least 18 years of age and possess a strong work ethic.
* Must have a reliable means of transportation to and from work, along with a valid driver’s license and proof of insurance.
* Must comply with company’s pre and post-employment drug testing policy.
* Must sign disclosure and consent for background release, confidentiality agreement and non-compete non-disclosure agreement as a condition of employment.
* Successful completion of industry related awareness trainings.

**Wages and Benefits**:

* Base hourly rate begins at $18.00 per hour.
* Job performance reviews after three, six and twelve months.
* Twelve-month probationary period.
* Life Insurance after twelve months of successful company service.
* Service Award and Birthday program after twelve months successful company service.

*This position description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description.*

*Balestrieri Environmental & Development, Inc. is an Equal Opportunity Employer.*