



Project Administration Coordinator

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

Principal Duties &

Responsibilities: Reports directly to Project Management, Administration, Accounting and Safety 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.
- 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.
- Prepare weekly Project Schedule for upcoming week.
- Create and send Response Action Summary to clients.
- Hotel reservations for out-of-town projects.
- Client pre-qualification requests.
- Complete Inspection Reports.
- Filing of materials for project job files and contractor files as required.
- Other responsibilities and projects as assigned.

Accounting Duties:

- Process all incoming payables and distribute to Project Managers.
- Enter all payables into QuickBooks.
- Process payable items in Blue Folder, get to President for signature.
- Prepare Weekly Reimbursable from employees, including recording weekly mileage for fleet vehicles.
- Prepare/Send weekly invoices with Project Managers and President.
- Process Vendor Statements.
- Balance Credit Card Statements.
- Phone Bill Review (monthly).
- Process Weekly Job Costing Reports and Review with Project Managers.
- Prepare and send AR Statements to Clients.
- Responsible for updating information on clients in QuickBooks, Outlook and Client Files.
- Maintain Vendor Files.
- Record Retention, including Updating Records Matrix.
- Assist Comptroller with printing and filing.
- Backup for Post Office Runs.
- Other responsibilities and projects as assigned.



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Property Service Duties:

- Work direct with Property Services Coordinator, Comptroller, President and Vice President on property service projects.
- Coordinate and oversee routine maintenance and repairs for properties, ensuring timely and efficient execution of work orders. Schedule regular inspections and maintenance services.
- Identify, select, and manage service providers and contractors. Ensure that service agreements are in place and that vendors meet performance expectations and compliance standards.
- Act as the back up point of contact for tenants and address maintenance and facilities-related concerns promptly. Maintain a high level of communication with tenants to ensure satisfaction and respond to any service requests.
- Track expenditures for property budgets.
- Other responsibilities and projects as assigned.

General Administration

- Assist with answering all incoming telephone calls.
- Fully versed in company databases: RAS, Job Log and Outlook
- Maintain a professional and friendly working relationship with co-workers, clients, vendors, sub-contractors and governmental agencies.
- Attend weekly staff meetings with Operations Manager and Business Administration Coordinator.
- Attend weekly project team meeting.
- Cross-trained with office personnel as required.

Qualifications:

Education: Candidate must have a college degree in a business-related field.
Experience: Candidate must have at least 3 years of work related experience.
Skills: Candidate must possess a solid knowledge of Microsoft Word, Excel and Outlook in a PC networked environment. Candidate must possess a basic knowledge of Quickbooks. WordPress knowledge is a plus.

Physical Requirements:

- 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.
- The employee must have the ability to communicate orally, both by personal contact and by telephone contact, in a clear manner.
- 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.
- The employee must be aware that computers may or may not cause a certain amount of radiation.



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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:

- Salary based on experience.
- Job performance reviews after one, two, 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.