Project Manager Assistant

Employer Information

Organization Name:	Blakeman Plumbing & Heating, Inc.
Website:	www.blakemanplumbing.com
About Our Organization:	Since 1995, Blakeman Plumbing and Heating has been the trusted name in the plumbing and HVAC industry, built on a foundation of the following core values: Collaboration, Positivity, Respect, Improvement, Communication, and Customer Satisfaction. For nearly three decades, we've been committed to not only exceeding customer expectations but also creating a thriving culture for our employees. We believe that a satisfied team is the cornerstone of exceptional service, which is why we foster an environment of respect, growth, and collaboration. By valuing our employees as much as our customers, we've built a company where careers flourish, and customers feel the difference. At Blakeman, quality isn't just a promise—it's a tradition fuelled by people who care.
Department:	Plumbing and/or HVAC
Reports To:	Project Manager
Job Location:	Ashland, WI-54806
Hours/Week:	40
Starting Salary:	20-25 USD/Hour

Benefits:

- 4% 401k Match
- $300 Annual Clothing Allowance
- 9 Paid Holidays Annually
- Paid Vacation
- $250 Monthly Bonus
- Company Provided Cell Phone (Certain Positions Only)
- Personal Use of Mechanic Shop After Hours

Job Purpose

Provide high-level administrative support for project managers by conducting research, preparing reports and documents, handling information requests, equipment submittals and manuals, and performing clerical functions such as preparing correspondence, invoicing, and scheduling meetings. May also train and supervise lower-level clerical staff.

Tasks

- Manage and maintain managers' schedules.

- Prepare invoices, reports, memos, letters, job cost statements, and other documents, using Microsoft Word, Microsoft Excel, Procore, and accounting software.
- Assist PMs with material take offs and bid summaries.
- Acquire quotes and equipment manuals from suppliers, along with general communication with suppliers.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Prepare bond requests and manage project bonding.
- Prequalification reports for projects.
- Project setup, document management and closeouts in Procore.
- General project document and information management, filing, and organization.
- Prepare project submittals, operation and maintenance manuals, warranty agreements, change orders, and requests for information.
- Manage project specific lien waivers.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Provide clerical support to field personnel for project data access (plans, specifications, etc.).
- Perform other general project assistant duties, such as permit applications, ordering tags and markers, tax exempt forms, certificates of insurance and W-9s.

Work Activities

- Communicating with Supervisors, Peers, or Subordinates
- Establishing and Maintaining Interpersonal Relationships
- Getting Information
- Organizing, Planning, and Prioritizing Work
- Communicating with Persons Outside Organization
- Performing Administrative Activities
- Interacting With Computers
- Updating and Using Relevant Knowledge
- Processing Information

Detailed Work Activities

- Compile data or documentation.
- Confer with coworkers to coordinate work activities.
- Coordinate operational activities.
- Distribute incoming email and file documents received via email.
- Execute invoices, lien waivers or other financial transactions.
- Explain regulations, policies, or procedures.
- File documents or records.
- Manage clerical or administrative activities.
- Order materials, supplies, or equipment.
- Prepare business correspondence.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Prepare research or technical reports.
- Read materials to determine needed actions.
- Record information from meetings or other formal proceedings.
- Schedule operational activities.
- Sort mail.

- Supervise clerical or administrative personnel.
- Train personnel.
- Transcribe spoken or written information.

Work Content

Physical Demands

Employee is regularly required to stand; walk; sit; use hands and fingers to handle or feel; reach with hands and arms; talk or hear.

Lifts Weight or Exerts Force Work Environment

Employee is occasionally required to lift up to 50 pounds.

Visions

Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; ability to adjust focus.

Qualification

Education and Experience

Education   High School/G.E.D.

Skills

Basic Skills
- **Active Listening**
  Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking**
  Talking to others to convey information effectively.
- **Critical Thinking**
  Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Writing**
  Communication effectively in writing as appropriate for the needs of the audience.
- **Reading Comprehension**
  Understanding written sentences and paragraphs in work related documents.

Social Skills
- **Coordination**
  Adjusting actions in relation to others' actions.
- **Social Perceptiveness**
  Being aware of others' reactions and understanding why they react as they do.
- **Service Orientation**
  Actively looking for ways to help people.

- **Instructing**
  Teaching others how to do something.
- **Negotiation**
  Bringing others together and trying to reconcile differences.

Complex Problem-Solving Skills
- **Complex Problem Solving**
  Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills
- **Quality Control Analysis**
  Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Operations Analysis**
  Analyzing needs and product requirements to create a design.
- **Operation Monitoring**
  Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Programming**
  Writing computer programs for various purposes.
- **Technology Design**
  Generating or adapting equipment and technology to serve user needs.

System Skills
- **Judgment and Decision Making**
  Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis**
  Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation**
  Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills
- **Time Management**
  Managing one's own time and the time of others.
- **Management of Personnel Resources**
  Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Management of Financial Resources**
  Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources**
  Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Desktop Computer Skills
- **Databases**
  Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Graphics**
  Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- **Internet**
  Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Navigation**

Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

- **Presentations**
Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Spreadsheets**
Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Word Processing**
Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.

Knowledge

Required
- Clerical
- Computers and Electronics
- Customer and Personal Service
- Administration and Management
- English Language

Tools

- **Photocopiers**
- **Printers**
- **Scanners**
- **Desktop computers**

Technology

- **Accounting software**
  - NetSuite
- **Project management software**
  - Procore
  - Microsoft SharePoint
  - Coolfront – Field Edge Flat Rate Mobile
- **Electronic mail software**
  - Microsoft Outlook
- **Human resources software**
  - Miter
- **Document management software**
  - Foxit PDF Editor+
- **Office suite software**
  - Excel
  - Word

- o   PowerPoint
- **Calendar and scheduling software**
  - o   Google Calendar
- **Time accounting software**
  - o   Miter