

Project Assistant

Olsson Industrial Electric seeks motivated Project Assistant to join our dynamic team. Position is responsible for the daily coordination activities required by government contract management. Must be proficient using MS office. Experience or familiarity using Publisher and Adobe Acrobat a plus. Need to be accurate, organized, and dependable. Minimal occasional travel may be requested but most work is performed in a professional office setting.

Duties and required skills include but are not limited to:

- Compiling submittal packages: requires strong Microsoft Word and Adobe Acrobat formatting skills, and the ability to follow detailed verbal and/or written directions.
- Minutes: attend coordination meetings and accurately notate minutes for project records.
- Assembling plan packages: access various portals to download, print, and tabulate solicitations for review by Estimating team.
- Mailing submittals: basic USPS/FedEx mailing experience, may require occasional runs to the Post Office for last minute drop-offs.
- E-mail correspondence & organizing meetings: requires knowledge of Microsoft Outlook, including calendars/scheduling, and proper e-mail etiquette (grammar, spelling, etc.).
- Creation of official correspondence and proposals: ability to follow office standards, with strong attention to formatting details.
- General office: experience with standard office equipment, including Windows computers, photocopiers, scanners, and laminator; strong organizational skills; and good time management.

Base pay is \$22-\$26 per hour, DOE.

Full time position with medical and dental benefits, 401(k) match up to 5%, profit sharing and more.

*We are an Equal Opportunity and Affirmative Action Employer
Of Females, Minorities, Veterans and Qualified Individuals with Disabilities*