



Title	Project Management Assistant
Reports to	Lead Project Manager

Position Summary

The Project Management Assistant will provide assistance to the PM's in the day to day tasks. The PM group is a catchall entity, so an applicant would need to enjoy a challenge and be a fast learner. A majority of the initial tasks will revolve around detail oriented data entry within our ERP system, communication with our clients on parts orders, and shipping information. This position is full-time and non-exempt.

Duties and Responsibilities

- Create Sales Orders within our Business by Design SAP ERP system.
- Weekly reconciliation of actual customer shipments to schedule.
- Create and revise work tickets.
- Review data entry.
- Invoice with supervision.
- Schedule travel.
- Expense reports.
- Take spare parts orders, convert them into Sales Order's, and ensure they get out the door and the tracking number is sent to the customer.
- Build installation binders for internal and external use.
- Be able to manage their time by determining and taking care of the mission critical tasks first, and then go back to the ongoing tasks.
- Extended hours may be required on short notice to complete mission critical tasks.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities

- Must be detail oriented.
- Must be a team player with strong interpersonal skills.
- Be able to handle a fast paced and constantly changing environment.
- Ability to take direction quickly and continue to work with minimal supervision.
- A desire to constantly learn and try new things.
- Position will require occasional overtime.
- Must be able to successfully pass a pre-employment drug test and background check.

Education and Experience

- Understanding and working knowledge of Microsoft software including Excel and Word.
 - College Degree a plus.
 - 2+ years' experience in Supply Chain, Business Admin, or Accounting/Banking required.
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