



PLUMBING & HVAC

## Project Management Administrator

Manchester & Nashua Location

**Denron Hall paid out \$500,000 in bonuses in 2021. We offer paid vacation/personal days after just 90 days! Join our top talent and become part of the Denron Hall family.** We have dozens of employees with decades of service and welcome more. Are you a positive, energetic person with a desire to provide superior customer service? If so, we have an opportunity for you! *Denron Hall is an equal opportunity employer.*

### *Job Summary:*

The Project Management Administrator (PMA) will work directly with the project managers to ensure our clients' needs and concerns are addressed promptly, satisfactory and within compliance.

### *Duties/Responsibilities:*

- Responsible for project administration
- Must be a team player and positively contribute towards a common goal
- Prepare project submittals
- Request and respond to queries between company and clients
- Prepare and organize project documentation
- Effectively communicate both verbally and in writing with the project team
- Prepare, organize, and create project documentation
- Other related admin duties as assigned

### *Required Skills/Abilities:*

- High skillset in organization and prioritization
- Exceeds in interpersonal and client service skills
- Must demonstrate a positive attitude and sound judgement
- Ability to communicate professionally and effectively with all internal and external customers
- Able to work independently while maintaining an emphasis on accuracy and timeliness
- Must have knowledge of Microsoft Office Suite

### *Education and Experience:*

- High school diploma required
- Previous office experience preferred
- Experience in the plumbing/HVAC/construction industry is preferred

### *Physical Requirements:*

- Prolonged periods of sitting at a desk while working on a computer

### *Supervisory Responsibilities:*

- None

### *Benefits:*

- Health/Dental/Vision Insurance
- Paid Vacation & Personal Days after 90 days
- 8 Paid Holidays
- 401(k) plan with generous company match
- Company provided Short-term/Long-term insurance
- Potential for performance bonus