

Hurricane Fence Co is looking for a candidate to join our team as a Project Manager Assistant in our **Richmond** location. This individual will assist the Project Management and Field Superintendent team including but not limited to:

- Typing and Sending out Estimates
- Assist with Submittal Process
- submit paperwork for access onto projects/bases.
- Contract Review
- Responsible for learning and understanding invoice requirements for each contract assigned as these vary per contract.
- Responsible for preparation of Contract Closeouts
- Assist in performing daily/general duties
- Receiving and forwarding mail
- Email correspondence
- Answer and forward appropriate calls
- Schedule and coordinate travel when needed
- Follow company procedures and processes
- General clerical duties including photocopying, faxing and Office Supplies
- Communicate with the main office located in Richmond, VA
- Basic knowledge and experience in administrative/assistant project management duties preferred
- Proficient in MS Office
- Must be able to successfully pass a pre-employment drug test.
- Our policy does include mandatory post-accident drug and alcohol tests.
- Willing to train the absolute right applicant with little experience
- Some periodic travel may be required to Richmond, VA
- Knowledge of Sage 100 Software a plus
- Must be able to pass a Background check

Compensation: Based on Experience

Benefits: Health Insurance, Dental Insurance, Vision Insurance, Retirement Plan, Paid Time Off

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and bend. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Corporate Integrity: All employees in all positions are expected to act professionally at all times, including but not limited to treating others with respect, valuing diversity, supporting team/community goals, and following company policies and procedures.

This job description is subject to change at anytime

Hurricane Fence Co is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.