JOB POSTING

Job Title: Assistant Project Manager

Salary: $25,000-$40,000 per year

Job Closing Date 06/01/23

Company Name: Premier Technology, Inc.

Address: 1858 Bridge Street

City/State: Blackfoot/Idaho

Phone Number: (208)785-2274

Web Address: www.ptius.net

Contact Email: hr@ptius.net

Job Description:

Assists project management with planning and executing projects.

General Responsibilities:

- Provide support for preparation and revision of project documentation including travelers, submittals, customer submittals comments, and procedures.
- Aides in creating and maintaining a robust project plan including a clear and accurate schedule
- Assist in coordination with internal departments and subcontractors to ensure that the project scope, schedule, budget, and quality requirements are understood, followed, and completed.
- Assist in monitoring project progress and work with customers to ensure that budgets and schedules are met.
- Assists in conducting a quality check of all documents and reports, verifying accuracy of data, information, and calculations.
- Assists with preparation of final project reports including obtaining historical data and information
- Support relationships with customers during the lifespan of the project to maximize long term value.
- Assist in accurately estimating project hours from blueprints, as needed.
- Other duties may be assigned.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Job Qualifications:

Education or experience in Engineering, Project Management, Business or other related discipline and/or six months related experience.

Must have ability to communicate effectively and pay attention to detail. Ability to work both in a team and independently with minimal direction at times. Ability to work at a fast pace, yet be flexible to changes.

Ability to become proficient with Microsoft Suite and other software is required.

Must be a US Citizen

Other Qualifications

The physical demands and work environment described here are representative of the conditions 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.

Application Process:

Apply online at www.ptius.net