



Project Management Assistant

Division: Brightview Development

Location: Home Office
Baltimore, MD

Reports to: Sr. Project Manager

FLSA Status: Non-exempt

POSITION SUMMARY: Leverages the Project Directors' time by performing various administrative duties. Independently assists in or leads special and ad-hoc projects. Some projects may require the individual to take the lead role in managing a process or they may be the only resource responsible for the execution of the project. Identifies opportunities to improve and streamline the quality and efficiency of work. Responsible for managing information flow. Partners with the directors to build a collaborative working environment while proactively exercising good judgment and professionalism.

Essential job duties include the following:

- Consistently and genuinely demonstrate the STARS principles of **Service, Teamwork, Action, Reputation** and **Success** in all activities and interactions.
- Liaison between development project director and governmental agency to procure permits, bonds, and various other jurisdictional approvals.
- Management of various projects such as groundbreaking ceremonies to include the full coordination of location, equipment rental, food & beverage, entertainment, display etc...
- Coordinate conference calls including setting up on-line document access.
- General administrative duties such as typing, creating presentations, reports and spreadsheets, expense reports, etc.
- Organize and maintain paper and electronic files, including organizing and archiving for off-site storage.
- Work cooperatively with other Administrative staff to provide coverage at front desk.
- Other duties as assigned.

Supervisory Responsibilities:

There are no supervisory responsibilities in this position

ESSENTIAL SKILLS, EXPERIENCE AND TALENTS

- Two year degree and three – five years administrative experience; or equivalent combination of education and experience.
- Familiarity with real estate development and / or construction, including a working knowledge of the "life cycle" of a development project.
- Advanced skills in MS Office products including Excel, Word, PowerPoint and Outlook. Ability to work in MS Project a plus.
- Proficiency with Internet software.
- Ability to prioritize, organize and manage multiple tasks and work in a fast-paced environment assisting multiple persons.
- Ability to communicate effectively in English.
- Excellent written communication skills including proper grammar and professional writing.
- Excellent interpersonal and communication skills including the ability to be "one step ahead" when possible.
- Knowledge of office equipment operations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an associate to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the associate is often required to sit, use fine and gross motor skills, reach with hands and arms, talk, and hear. An individual in this position may be required to lift or carry weight up to 25 lbs.

Work Environment

While performing the duties of this job, the associate is exposed to minimal to moderate noise. The associate may be required to work extended periods of time at a computer terminal. The associate may encounter difficult situations requiring the use of good judgment and interpersonal skills.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The associate must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate. The associate is expected to adhere to all company policies and support the mission of the organization.

I have read and understand this explanation and job description and can perform the essential functions of the job.

Signature: _____

Date: _____