



# JOB TITLE: Project Administrator

## Overview

As Project Administrator you will be part of the exciting and challenging world of broadband construction. This means we manage the various resources and elements needed to build and maintain the outdoor fiberoptic infrastructure that provides Internet, Television, and Telephony services to millions of people and businesses.

## Qualifications

- Associate (Preferred)
- Microsoft PowerPoint: 1 year (Preferred)
- Microsoft Excel: 1 year (Preferred)
- US work authorization (Preferred)

## Responsibilities

- Support billing functions.
- Correspond with field management on invoicing and scheduling.
- Track project progress.
- Maintain updated digital maps of project progression across multiple markets.
- Organize and track all permitting by project.
- Set up and maintain inventory systems.
- Answer incoming calls.

## Skills

- MS Office – Proficiency in Excel
  - Adobe Acrobat – PDF editing and comments
  - Strong computer skills
  - Strong organizational skills
  - Ability to learn new programs and organize databases
  - Attention to detail
  - Ability to multi-task
  - Data-driven
- Job Type: Full-time

## Salary: Based on Experience



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## Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

## Schedule: 8-hour shift

## Location: 2263 SW 2<sup>nd</sup> Ave, Suite 201, Boca Raton, FL 33431

- Able to reliably commute or planning to relocate before starting work (Preferred)

## Education:

- Associate (Preferred)

## Experience:

- Microsoft PowerPoint: 1 year (Preferred)
- Microsoft Excel: 1 year (Preferred)
- Administrative: 1 year (Preferred)

## EEO STATEMENT

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, "protected statuses"). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

## DISCLAIMER

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.