



Part-Time Project Administrator

Since EDM's incorporation in 1982, the key to the success of our consulting, research and development services has been our Team of dedicated professionals chosen for their unique yet complementary abilities. EDM is an employee-owned corporation and you will find the pride of ownership reflected in the level of effort we direct into every project. We are proud of the leadership role EDM has earned in our industry. We accept the responsibility that accompanies such a role. EDM is committed to producing results that are expected of industry leaders. That means we're looking for similar-minded people to join our Team. You need to understand that reliability and innovation are our benchmarks. We stress these qualities in our services and products and throughout the halls of our offices. Reliability and innovation help our clients prosper and will be what will ensure that you can grow as a member of EDM's Team in the years to come. Reliability and innovation are what set EDM apart – and we're looking for that same mindset in future EDM Team members.

The Project Administrator position, located in our Billings, MT office, will be a part-time position with the possibility of moving to full-time. This position is responsible for administration and communication of all new and existing projects in our Joint-Use Sector. This position requires attention to detail and strong coordination skills.

Primary Responsibilities

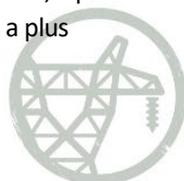
- Monitoring and notification to project leads for all new projects.
- Monitor client cloud-based software for accounting purposes
- Maintain Dropbox for all relevant documents
- Generation of quotes for new projects
- Acquire and monitor purchase orders and project notifications
- Maintain Excel spreadsheets for processes
- Process invoicing and purchase order requests
- Review project budgets, material costs, and aging for processing
- Generate project reports as needed
- Project planning as needed
- Assist project manager with contract review and negotiation
- Attend seminars and meetings as needed
- Maintain multiple email accounts
- Process all additional client requests
- Other duties as assigned

Work Experience

- 2 years' experience in an Administrative or Project Administration position

Skills

- Proficient in Microsoft Word, Excel and Outlook
- Accounting knowledge, required
- Knowledge of utility industry, a plus
- Construction experience, a plus
- Drafting experience, a plus



- Ability to learn new software
- Very detailed orientated
- Strong written and verbal communication skills
- Positive, team-oriented, professional attitude

Education

- Associate Degree in Business or Technology

If interested, please send resume and cover letter to jobs@edmlink.com.

Here's what we want you to know about EDM: EDM has become a leader in the electric utility, energy, construction and communication industries by merging excellence in engineering and science with a genuine concern for our clients' needs. With headquarters in Fort Collins, Colorado, we are an alliance of engineers, scientists, biologists and business people working to provide innovative solutions for the utility industry. We also have offices in Billings, Montana and San Diego, California and have staff in other locations in North America.

EDM International, Inc. fosters a diverse and inclusive workplace and is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

This job description may be changed to include new responsibilities and tasks or change existing responsibilities as management deems necessary.