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Operations Admin

Description

Our client, a leading environmental services company in the construction industry, is looking for a **Project Support & Administrative coordinator** to join their team! This is a permanent position that offers growth opportunities and great benefits.

Hours: **Monday – Friday 8:30am to 5:00pm**

We are seeking an organized and detail-oriented **Project Support & Administrative Coordinator** to support our Project Managers and assist with day-to-day office operations. This role is ideal for someone with experience in the **construction, service, industrial, or field service industries** who enjoys working in a fast-paced environment and has strong administrative and basic technical troubleshooting skills.

The successful candidate will help track employee hours, manage project documentation, support payroll-related processes, maintain databases, and provide light IT support when needed.

Responsibilities

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- Provide administrative support to Project Managers and office staff.
- Track employee hours and assist with payroll-related reporting and documentation.
- Scan, organize, and maintain job tickets and project records.
- Enter and update information in company databases and software systems.
- Work with PDF editing programs and other office applications.
- Assist with customer and project documentation management.
- Troubleshoot basic IT issues such as:
- Printer connectivity and setup & email troubleshooting, etc. as needed
- Assist with general office administration and special projects as assigned.
- Communicate with field employees and office personnel to ensure accurate project documentation.

Qualifications

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- Previous experience in an administrative, project support, office coordinator, or similar role.
- Experience in the construction, industrial, service, or related industries preferred.
- Familiarity with payroll processes, time tracking, or job costing is a plus.
- Strong computer skills, including Microsoft Office and PDF software.
- Comfortable learning and working within multiple software systems and databases.
- Basic IT troubleshooting experience preferred.
- Excellent organizational skills and attention to detail.
- Strong communication and problem-solving abilities.

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Environmental Remediation

Job Location

Old Bridge

Base Salary

\$ 24

Working Hours

M-F 8:30 am to 5 pm

- Ability to manage multiple tasks and deadlines simultaneously.