

August 12, 2024

Project Administrative Assistant – Columbia, SC

Job Type: Full-time, salaried, exempt.

Salary Range: Market Rate salary range based on experience and skill level.

Paid time off and generous benefits package, flexible hours offered.

Who We Are: An Award-Winning Team

[AVANTech, LLC](#) solves some of the most challenging problems in the water industry – from being first responders to the [Fukushima Nuclear Plant](#) meltdown to implementing patented first-of-its-kind technology. We are a rapidly growing technology company which designs, fabricates, and maintains operation of water treatment equipment for government, nuclear, and commercial clients. Our projects include industrial water recycling and cleaning up legacy cold war wastewater at government sites. AVANTech's goal is to improve the environment around us and support our clients with innovative sustainable water treatment solutions.

Benefits of Working at AVANTech

- Flexible work hours, including 4-day work week or other schedule options
- Generous paid time off and holidays
- Great opportunity for advancement with a growing company
- Varied insurance offerings with employer matching
- 401(k) savings plan with employer match

Who You Are:

The **Project Administrative Assistant** will work closely with Project Managers, the Production Manager, and Engineering and Operations Departments, and will be responsible for tracking and managing all stages of the project(s) assigned, including ordering parts, tracking status of ordered parts, making submittals, and tracking status of submittals.

The primary focus for the **Project Administrative Assistant** will be to assist in maintaining project documentation and keeping track of assigned tasks for multiple projects under multiple Project Managers. This will typically include skid-based systems, piping, and vessels.

The **Project Administrative Assistant's** goal is to manage the details of all assigned projects and coordinate actions with all applicable departments.

A Day in the Life:

- Create proposal costing worksheets (Project cost estimates).
- Obtain quotes for materials identified in the proposal phase of a project.
- Develop and maintain project management matrices.
- Order component parts, maintaining inventory to support projects at all phases.
- Collaborate with department managers from planning phase all the way through delivery acting as liaison between team members, vendors, and customers to ensure deliverables, requirements, schedules, cost, and meeting plans are communicated.
- Utilize appropriate tools to plan and communicate project timelines, tasks, milestones, and deadlines.
- Develop work packages for distribution to the production floor for fabrication and support active fabrication projects through completion.
- Support documentation requirements as directed to include photographs, reports, etc. at appropriate fabrication stage.
- Complete other duties as assigned by Project Manager.

What Will Set You Up for Success:

- Minimum two years' experience in closely related field, and 2-4 years related educational training.
- Must be proactive, resourceful, and highly motivated with excellent verbal and written communication skills.
- Ability to work and adapt through schedule and scope changes in a high output environment.
- Highly proficient in Microsoft Office Suite and Adobe.
- Meticulous attention to detail and able to work independently and within a team.
- A high level of safe working practices and procedures awareness necessary.
- Prior experience in a fabrication environment is preferred.
- **All candidates must be able to pass drug test, pre-employment physical, and possible background investigation.**

To apply, send resume, cover letter, and salary history to: swilson@avantechllc.com

AVANTech is an Affirmative Action/Equal Opportunity Employer