



Project Manager Assistant

Steiner Electric is a family-owned electrical contracting firm established in 1933 - and we're proud of the relationships we've built by doing great work the right way. We're hiring a **Project Manager Assistant** to partner with our Project Managers and help keep electrical construction projects moving smoothly from start to finish. If you enjoy variety, like staying organized, and take pride in supporting a team, you'll feel right at home here and be rewarded for hard work.

WHAT YOU'LL BRING TO THE TEAM

- 5+ years of experience supporting teams in an advanced administrative role.
- Comfortable in Microsoft Office (Word, Excel, Outlook) with the curiosity and drive to learn new tools as needed.
- Preferred (not required) software experience:
 - Bluebeam and/or Adobe
 - Viewpoint Spectrum
- Fast, accurate typing and data entry skills.
- Clear, professional communication skills - written and verbal.
- Strong organization skills and attention to detail - you notice the small things.
- Ability to juggle priorities, stay on track, and follow through.
- Construction experience is a plus - but we're happy to train the right person.
- High school diploma or equivalent.

WHAT YOU'LL OWN DAY-TO-DAY

- Prepare and distribute project documentation to teams, customers, and vendors.
- Support bidding and buyout (materials, subcontractors, and suppliers).
- Enter costs to support accurate invoicing and job costing.
- Obtain required permits before project start-up.
- Coordinate inspections, training, commissioning, start-up, and other required meetings.
- Prepare and track change orders and RFIs.
- Support submittals and closeout by gathering and submitting required documentation.
- Maintain project files in Procore, our project management software.
- Perform plan take-offs to verify light fixture quantities.
- Provide day-to-day administrative support to Project Managers and field teams.
- Assist with additional tasks as needed.

HOW YOU'LL MEASURE SUCCESS

- Deliver timely, professional responses to customers and teammates.
- Produce accurate, complete, and organized paperwork.
- Contribute to a great experience for customers and field team members.
- Support profitable projects through on-time submissions, thorough tracking of requirements, and timely change orders.

HOW YOU'LL BE REWARDED

- **Pay:** \$25.00 - \$35.00 per hour (based on experience and ability).
- **Benefits:** Medical, dental, vision, life insurance, short-term disability, optional long-term disability, paid time off and holidays, plus a generous retirement plan with a 10% company-funded contribution and bonus potential.

Steiner Electric, Inc. is an equal opportunity employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, veteran status, or any other protected classification under the law. We are committed to providing a safe work environment and conduct drug and background checks as part of our recruiting and hiring process.