

## **Project Assistant**

**Company: Auth Consulting & Associates**

**Location: Menomonie, WI**

**Service Area: Project Administration**



Corporate Office:  
406 Technology Drive E., Suite A  
Menomonie, WI 54751  
715-232-8490, fax 715-232-8492

Auth Consulting & Associates is looking to fill a full time position for a Project Assistant at our corporate office in Menomonie, Wisconsin. Our organization values self-motivated individuals seeking a career that provides professional growth.

First and foremost, our business provides professional services related to building & site design services for industrial, commercial, educational, and agricultural facilities along with residential land development. Since 1995, Auth Consulting & Associates has continued to expand our engineering services to include civil, structural, mechanical, electrical, plumbing engineering disciplines. As our organization has diversified and evolved, our engineering projects have also grown in complexity and size. To address the growing number of projects and different tasks associated with our various projects we are looking for a full time Project Assistant to help our current staff receive, organize, manage, and respond to project stakeholders regarding schedules, tasks, budgets, submittals, and technical questions. Please see below for more details regarding job responsibilities.

### **Education and Experience**

- Associates or Bachelor's degree in a related field is preferred.
- 0-4 years of experience.
- Entry level position is intended, but more experienced candidates are also welcome.

### **Basic Skills and Abilities**

- Strong professional writing skills.
- Ability to handle multiple projects simultaneously.
- Capable of working extra hours to respond to staff/client needs.
- Ability to independently complete special and general assignments.
- Ability to communicate effectively both verbally and in writing.
- Strong sense of time management to complete tasks efficiently.
- Ability to prioritize tasks independently and self-assess to improve efficiency.

### **More Skills and Abilities – Preference to applicants with:**

- Experience with reading construction plans and specifications.
- Experience with construction management or administration.
- Exposure to contracts, proposals, general contractual language, and confidentiality agreements.
- Familiarity with project related financial documents – budgets, cash flow projections, purchase orders, and billing documents.

### **Responsibilities**

- Create, update and manage project documents – complex budgets, cash flows, and purchase orders.
- Create, update and manage project schedules using Microsoft Project or other scheduling software.

- Receive, organize and manage project submittals, requests for information, construction amendments, construction bulletins, and pay applications.
- Administrative assistance with managing project life cycles - new project creation, monitor open projects, work load, and project archiving.
- Work with staff to write/format reports, proposals, and other professional documents.
- Filing documents physically and electronically.
- Issue, execute and track client confidentiality agreements.

AC/a, Inc. offers a competitive wage and benefit package. Visit our website at [www.authconsulting.com](http://www.authconsulting.com) for a company overview.