Project Administrator

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 500 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

At Community Teamwork our employees enjoy best-in-class benefits to support their physical, financial and emotional wellness.

We offer:

- Casual work environment
- 4 weeks of Paid Time Off
- Medical
- Dental
- Vision
- Paid Life Insurance
- Tuition reimbursement
- 11 paid holidays
- Paid sick leave
- Career advancement and professional development
- 5% contribution to your 401K whether you participate on your own or not.
- Great co-workers and a great mission with an outstanding Community Action Agency

We are seeking a Project Administrator who is responsible for providing client and contractor/vendor support by assigning jobs to contractors, monitoring job progress, processing and obtaining job closeout documentation, HEARTWAP bidding/contract administration and monitoring contractor callbacks for the Energy Conservation Programs. Responsibilities include providing support to management and the Energy Conservation staff to ensure the efficient processing of services.

Duties and Responsibilities include:

Provide support to management and the Energy Auditors by creating and maintaining all auditor records, creating work orders, completing NEAT audits, issuing jobs to contractors, scheduling quality control inspections, in-process inspection and insuring that jobs are scheduled and closed out in a timely fashion.

Prepare and analyze job-aging reports, and develop tracking systems.

Assist with schedules and dispatching personnel using computerized and non-computerized dispatch systems as needed.

Provide support to field staff to ensure the efficient processing of work orders, invoices, customer requests and emails, and responding in a timely manner, creating files and entering information into the database.

Respond and resolve client, contractor and vendor inquiries in a timely fashion.
Perform all aspects of project closeout including but not limited to obtaining all closeout documents, copies of permits, final invoices.

Assist in developing and/or disseminating technical specifications, work write ups, cost estimates, Request for Proposals, Request for Quotes, bid documents, and contracts.

Obtain price quotes for construction related job components and request and process funding source approvals.

Program outreach, scheduling and marketing of Energy Conservation Programs as needed.

Qualifications Include:

High School Diploma or equivalent; AAS preferred.

3-5 years’ previous experience in dispatching, scheduling or general office management required.

Excellent problem solving /judgment skills and a high level of attention to detail and accuracy.

Excellent analytical ability and research skills.

Good organizational, interpersonal oral and written communication skills.

Ability to work independently and as a team in a fast paced, detail oriented and environment.

Proficient computer skills required in basic computer software and data collection systems. Experience with Accounts Payable software preferred.

Experience with client advocacy via Massachusetts energy consumer rules and regulations, preferred.

Night and weekend work may be required as needed.

Sensitivity to needs of low income and elderly families required.

Must have evidence of full COVID-19 immunization or must request and receive approval for a religious or medical exemption.

If you are interested in applying, please click the link below, or visit our website:  www.commteam.org

https://commteam.clearcompany.com/careers/jobs/3117af45-b7b4-5074-aa3b-97e2db7e9224/apply?source=1878695-CS-45719

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Community Teamwork is a drug free work environment.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.