



## Project Administrator

### SUMMARY

The Project Administrator is responsible for providing administrative support for sales team members and clients in both the acquisition and fulfillment stages of equipment projects. This position reports to the Sales Manager.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** include the following. Other functions may be assigned.

- Administration and management of various projects including coordination with multiple salespeople, vendors and customers.
- Develops relationships with customers/vendors & provides support as necessary.
- Monitors project costs and makes adjustment to deliver at or under budget without sacrificing customer satisfaction.
- Documents work by maintaining files for each salesperson, product or job.
- Coordinates service and technical support during start-up and throughout the warranty period.
- Assist with the coordination of all equipment startups.
- Individual project support and customer communication for a limited number of projects.
- Flexibility to work outside normal work hours, as required.

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

**QUALIFICATIONS** include the following.

- Bachelor's degree and two (2) years of experience in the HVAC industry performing project management or administrative roles; or an equivalent combination of education and work experience.
- Demonstrated performance in a customer focused environment and role.
- Windows/Microsoft Office product knowledge required.
- CRM, including Salesforce.com experience preferred.
- Familiarity with general or mechanical contracting or HVAC equipment sales preferred.



- Excellent verbal and written communication skills are required.
- Ability to thrive in a fast paced environment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

## **DECLARATION**

Human Resources retains the sole right and discretion to make changes to this job description.

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