



NX Utilities Job Description

Job Title: Project Administrator
Department: Administrative
Reports To: Project Manager
Location: Grand Prairie, TX
FLSA Status: Exempt

Summary

Provides assistance to the Project Manager, and maintains administrative functions in site location. Responsible for payroll and human resources functions, as well as office responsibilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assists Project Manager with administrative needs as required
- Works with the Recruiting Department and Project Management staff to source candidates and schedule interviews based on a successful pre-screen
- Responsible for the entry of all background pre-employment data for potential candidates
- Coordinates with Corporate Human Resources staff to serve as an extension of HR in the field
- Responsible for gathering and completing all pre-employment, new hire, PAN, CAN, benefit, and termination paperwork
- Responsible for collecting timesheets and ensuring accuracy
- Utilizes time capture system and records hours worked for payroll on a daily basis
- Assists employees with questions regarding benefits, payroll, human resources policies and procedures
- Performs a wide variety of administrative duties as required by daily operations in the local office.
- Notifies Corporate Human Resources of any outstanding issues, problems, or discrepancies at each location
- Researches and orders supplies as needed. Maintains office supply inventory
- Maintains positive relationships with the Corporate staff and local staff

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- MS Office proficiency (Outlook, Excel, Word, PowerPoint)
- Minimum of 3 years of administrative experience
- Efficient in typing and data entry skills
- Ability to work under pressure and handle multiple projects simultaneously in a fast-paced environment
- Excellent time management, and organizational skills
- Strong customer service orientation and attention to detail
- Discretion in handling confidential information
- Must possess strong spelling, punctuation, grammar, written, verbal and interpersonal communication skills
- Candidates must be able to pass pre-employment testing (MVR, drug and background)

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or 2-4 years related experience and/or training; or equivalent combination of education and experience.