



## **Jr. Project Manager**

B. Blair Corporation, named for owner Brian Blair, began in 1999 as one man, his truck, dedication, and hard work. Brian saw a need for a heavy hauling service in the greater Philadelphia area. His hauling business grew quickly because of his prompt service, cleanliness and never say no attitude.

Fast forward to today, B. Blair Corporation has grown exponentially. There are over 130 pieces of equipment and over 50 trucks in our fleet. We get the job done right and aim to exceed expectations every time.

### **What makes B. Blair the place to be?**

It's the B. Blair Factor! Our business volume is mainly through word of mouth. Our competitive advantage is that we focus on quality and production. We communicate with our customers and are always available to them. Our reputation has been built by a team that has the knowledge, skills, equipment, and experience to deliver a quality product that exceeds expectations. We are currently offering several career opportunities and are looking for top talent to join our growing team!

What do we offer?

Work Year Round & Overtime Available in the busy season.

- Top Tier Benefits (including free employee medical and life insurance)
- Competitive Pay
- Work Year-Round plus Overtime
- 401K Retirement Plan
- Paid Vacation & Holidays
- New Equipment and Latest Technology

**B. Blair is seeking dependable employees committed to safety, reliability, and customer satisfaction. We need currently looking to hire a full time Jr. Project Manager.**

### **Job Responsibilities – What will you do?**

- Supports Project Management and team through a variety of tasks related to organization and communication.
- Provides administrative support to ensure efficient operations of the office.
  - Keeps record of all information related to project for documentation, clarification and presentation to the owner

- Creates job related reports to assist with subcontractor tracking and material quantities.
- Tracks and organizes all job-related expenses.
- Reviews all costs vs. billed and makes sure all data is accurate.
- Tracks, reviews and processes Change Orders, Owner Payment Applications.
- Monitors job costs, maintains accurate reports, and assists the Project Managers in preparing reports.

**Qualifications – Who are we looking for?**

- Minimum 2 years Project Assistant or Project Manager and project scheduling experience.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Knowledge of office management systems and procedures.
- Excellent time management skills.
  - Ability to pay attention to detail
  - Knowledge of Foundations software a plus.
- Ability to work in a fast-paced environment.
- Knowledge of Foundations and or HCSS plus.
- Ability to work in a team environment.
- Familiarity with AIA documents.
- Strong organizational. planning, and communication skills.
- Proficient in MS office including – Excel, Outlook, and Word.