



Fleet Mechanic Career Opportunity

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. B. Blair is currently looking to hire a full-time Project Assistant to support our Project Management Team.

This position requires 5 years' experience and reports to the controller.

Job Responsibilities – What will you do?

- 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.
- 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

Qualifications – Who are we looking for?

- Minimum 5 years Project Accounting 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
- Ability to work in a fast-paced environment.
- **Knowledge of Foundations and HCSS a 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.