

## **Associate Project Manager**

### **Company**

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Substation Engineering Company (SECo) is a full-service Engineering and Design firm providing a full range of cost-effective services for utility high voltage transmission and substation projects. Our corporate culture is rooted in our emphasis on process and safety. We are paving the road to success by providing the necessary tools to do good work, find enjoyment within a good team, and get home safely.

SECo is strengthened by partnerships with Tier 1 Testing & Commissioning and Tier 1 Utility Design, Inc. This dynamic equates to effortless coordination and cohesiveness between our clients, vendors, engineering, construction, and the field. Our experienced team connects testing and engineering and allows problem solving and corrective actions to occur before they become adverse client challenges.

### **Job Description**

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#### **Main Duties**

The primary focus of this position will be to provide project administrative support for Project Managers (PMs) and Project Controls.

Typical duties include (but are not limited to):

- Assists PMs with project write ups/descriptions and manages the historical project data base.
- Assists PMs with internal and client project progress reporting.
- Assists the Project Scheduler with project driven schedules and timelines.
- Coordinates project related activities and meetings.
- Captures and disseminates meeting minutes.
- Assists PMs to produce documentation for internal and client meetings, change requests, project schedule, action items, RFIs and budgets.
- Coordinates with PMs and technical staff.

#### **Desired Education, Experience and Training**

- High School Graduate plus 4 to 6 years of experience as a project or administrative professional.
- Excellent oral and written communications skills.
- Exceptional proficiency in MS Office.
- Familiarity using Adobe Acrobat.
- Excellent organizational, time management and detail-oriented skills.
- Demonstrates flexibility in responding to work demands.
- Works well with other members of the team.



**Job Description:  
Associate Project Manager**

**Full Benefit package**

- Medical/Dental/Vision
- Paid Holidays
- PTO (Paid Time Off)
- Group Life Insurance/LTD/AD&D
- 401K
- Voluntary Benefit Plans
- Paid Parental Leave

**Position Classification/Compensation**

- Non-Exempt
- Competitive pay structure