Job Title: Program Administrator
Compensation: Commensurate with experience ($65k-$80k)
Start Date: Immediate
Perks: Vacation/sick days, Roth contributions, ICHRA stipend
Location: NYC/CT Area (Remote OK)
Hours: 32-40 hours/week

Company Overview: Highview Creations is a green roof design-build-maintenance company based in New York City. Highview works with a variety of private and public clients ranging from small to large-scale projects.

Our team is seeking an enthusiastic, self-motivated, diligent employee to assist with ongoing administrative operations. This role will be a combination of assisting in project development, accounting, and strengthening back end operations. We seek a candidate who demonstrates an interest in and ability to strengthen both our project pipeline and help manage our day to day accounts receivable/payable.

Administrative Duties

- Creating and sending invoices and Tracking Accounts Receivable
- Preparing and collecting pre construction documentation (COIs, contracts, timelines, qualifications, etc)
- Creating and sending out maintenance reports
- Assisting in creating new marketing materials
- Assisting in website updates
- Company Google Drive organization
- Creating project financial reports
- Accounts payable

Project Development Duties

- Be part of the Highview team in project development
- Assisting in project coordination and deliverables
- Calculating take-offs, assisting in budgeting, placing material orders
- Assisting in creating and tracking project budgets and timelines
- Finding and responding to requests for proposals (RFPs)
- Assisting in the development of project proposals and presentations for new clients
- Assisting in the development of maintenance proposals/add ons

Necessary Skills/Requirements:

- 2-3 years of Administrative experience minimum
- Experience within the landscaping or construction industry preferred
- Proficient in Quickbooks
- Familiarity with construction projects, construction details and drawings
- Proficient in Microsoft Office, Google Drive, Adobe Acrobat
- Ability to proactively work both independently and as a team
- Enthusiastic, flexible, self-reliant, can-do attitude