

Job Description

Job Title	Assistant Project Coordinator	Job Category	Non-Exempt
Experience Level	2-3 Years in an Administrative Role	Travel Required	As needed
Location	Sioux Falls, SD Office	Position Type	Full Time
Reports to	Shelley DeJong	Title	Project Coordinator / Office Manager

COMPANY OVERVIEW

Nelson Baker Biotech has quickly established a reputation as one of the most innovative renewable industry design builders in the upper Midwest. Nelson Baker Biotech combines engineering expertise, a solid business background and practical field experience to provide its clients with true, value-added advice and craftsmanship. NBB recognizes the renewable energy and products industry as an exciting new market that includes clients of all sizes with varied needs. NBB's experience and flexible approach allows it to work with all types of clients and project requirements. Our focus in the renewable industry includes Ethanol, Biochemicals, Bioplastics, and Biomass. Of course, as the industry continues its rapid transformation, our goal is to guide our clients to the most efficient and cost-effective solutions in these constantly evolving markets.

At Nelson Baker Biotech we offer an excellent benefit package to our regular full-time employees, including health, dental and vision insurance, 401(k) with company contributions, flexible spending accounts, paid time off, and the opportunity for personal and professional growth.

GENERAL DESCRIPTION

The Assistant Project Coordinator functions as Nelson Baker Biotech's administrative support; is responsible for assisting in the coordination of meetings, logistics, working within the limits of established objectives, policies, budgets, and project requirements; and helps support the project management, engineering, and drafting teams. The Assistant Project Coordinator will take responsibility and commensurate authority, as delegated by the Office Manager, for the performance of the following activities:

- Project Coordinator Support
- Project Management Support
- Office Coordinator Backup Support

ESSENTIAL DUTIES/RESPONSIBILITIES

Project Coordinator and Project Management support:

- Manage project information files and documents to ensure documents are current and up to date
- Assist Project Coordinator with data entry in internal Project Manager program
- Assist Project Coordinator in tracking and controlling distribution of project documentation
- Assist Project Coordinator in developing drafts for subcontracts, change orders, bid packages, requests for proposals and quotes, Engineering Change Notices (ECN's), Requests for Information (RFI's), etc...
- Assist Project Coordinator with inventory control, material procurement tracking and other project site related items.
- Assist Project Coordinator with processing purchase orders and vendor/subcontractor invoices.
- Provide technical support for meetings and presentations.
- Document and distribute project meeting minutes.
- Travel to project sites as required.
- Other duties and responsibilities (as needed)

Office Coordinator backup support:

- Understanding of Customer Relations Manager (CRM) system entry and reporting
- Understanding of Proposal to Project process
- Marketing support for Sales and Business Development staff
- Nelson Baker website content changes and social media presence of Facebook and LinkedIn
- Other day-to-day Office duties and responsibilities (as needed)

KNOWLEDGE BASED SKILLS

- Microsoft Office Products
- Adobe Acrobat Professional
- Bluebeam Revu



- Accounting Database (Deltek / ComputerEase)
- Document Tracking Database
- Excellent verbal, written and computer communication and technical skills
- Superior organizational skills and the ability to multitask
- Detail oriented
- Ability to work independently with minimum instruction
- Ability to maintain accurate records
- Exposure to the construction industry or construction projects within the Ethanol, Ag Processing, BioChemicals, or BioMass industry(ies) is preferred.