Job Description

Job Title: Project Support  
FLSA Status: Full time (Willing to accommodate upcoming college graduate)  
Hourly Pay Rate: $18 - $20 per hour (actual pay rate dependent on experience)

Summary: To provide project support as needed by performing the following duties.

Essential Functions

- Aid project lead to ensure project success.
- Documents and follows up on important actions and decisions from meetings.
- Ensures project deadlines are met.
- Determines project changes for review by project lead.
- Undertakes project tasks as required.
- Ensures projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Organizes, attends and participates in stakeholder meetings.
- Provides administrative support as needed.
- Travel may be required.
- Performs routine administrative functions including word processing correspondence, memos and reports.
- Fosters a workplace environment consistent with the values and vision of the company.
- Meets deadlines, prioritizes company assignments and maintains professional composure under pressure and dynamic conditions.
- Adjusts to new situations encountered on a daily basis and has the ability to learn new duties quickly.
- Works well with others, both inside and outside of the company.
- Complete other duties as assigned.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Education/Experience:**
Bachelor’s degree in business or related field of study preferred. Prior experience in related field preferred but not required.

**Certifications/Licenses:**
Valid state driver’s license – must meet insurance underwriting requirements.

**Language Ability:**
Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

**Math Ability:**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**
To perform this job successfully, an individual should have knowledge of Microsoft Office programs including outlook, word and excel, Smartsheets and a variety of other internet software.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and reach with hands and arms.