

Summary Description:

OSM Construction is seeking an experienced Project Administrator to join our Operations team in the Bozeman office! The Project Administrator supports the Project Management team in their administrative duties and is responsible for setting each job up for success from start to finish by keeping the jobs organized, in compliance and on track. At OSM, we value our employees and their talents. If you want to be part of a great team, send us a resume or fill out an application. The ideal candidate for the Project Administrator position will have the following qualifications:

Preferred Qualifications:

- Previous experience as a Project Administrator
- Some knowledge of all phases of the building process
- Ability to multi-task and problem-solve
- Maintain positive relationships with co-workers, client representatives, vendors and subcontractors
- Excellent communication skills
- Very computer literate and able to learn new programs
- Exceptional organizational skills

Benefits:

- Paid Health Insurance
- Dental/Vision/Accident Insurance
- Paid Life/Long Term Disability
- Company HSA Contribution
- Flexible Spending Account
- Matching 401(k)
- Bonuses
- Paid Time Off/Holiday Pay

OSM has been a leader in the construction industry for more than 35 years. Our passion is building challenging projects with a spirit of collaboration and creativity. We are second to none in dedication to quality, skill, and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.

The core values of OSM as a company are:

- Accountable
- Excellent
- Committed
- United
- Tenacious

These core values are expected and valued by all employees.

For more information about our company and projects, please visit our website, www.onsitemanagement.com.

An employment application and/or resume is required for consideration. Applications are available on our website at <https://onsitemanagement.com/employment/> or apply online at https://docs.google.com/forms/d/e/1FAIpQLSe9k8l8cq5RTJzvJSWsdmyAizN0UNYjTXIm-oY-kKLjrxr57w/viewform?usp=sf_link. Applications are also available at our office or can be requested via email. Interviews are by appointment only.

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On Site Management, Inc. is an Equal Opportunity Employer