



RBI is a quality electrical and communication services firm, helping clients with our expertise in industrial maintenance, commercial construction, network cabling, VOIP telephony and design build.

## PROJECT MANAGEMENT ADMINISTRATOR

As a Project Management Administrator in electrical construction you will:

- *Provide administrative support to the project management team;*
- *Manage schedules, oversee documentation and coordinate billings;*
- *Coordinate submittals, RFQs, RFIs and change orders;*
- *Review electrical specification, preparing take-offs and sub-contracts;*
- *Maintain cost to complete records to drive profitable execution.*

As the ideal, successful candidate you will have:

- *5+ years of previous electrical project management administration expertise;*
- *Strong Excel, Word, PDF, Outlook & scheduling software experience;*
- *Superior organizational and demonstrated time management skills.*

To join our growing team, please apply in writing to:

### **Pacific Power & Systems Inc.**

a wholly owned subsidiary of Robertson Bright

4970 Peabody Road

Fairfield, CA, USA 94533

✉ [careers@rbigroup.net](mailto:careers@rbigroup.net)



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