

Colombia Jobs Expertini®

Controls Project Administrator

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Company: Controls NYC

Location: Colombia

Category: business-and-financial-operations

As a leading provider in optimizing legacy building management systems (BMS), our mission is to help buildings achieve maximum efficiency, sustainability, and occupant satisfaction. We specialize in a wide range of services, including consulting, training, technical support, and enhancing occupant experience. Our expert team of professionals brings together decades of experience and industry knowledge to address the challenges faced by building owners, system integrators, and facility managers. Our hands-on approach to consulting ensures that we understand your unique requirements and tailor our solutions to fit your specific needs. Through our comprehensive training and workshops, we empower industry professionals by equipping them with the necessary skills to navigate the complexities of legacy BMS platforms, integration, and optimization. Our commitment to exceptional customer service extends to our technical support and maintenance offerings, which provide reliable, ongoing assistance to ensure the performance and longevity of your BMS solutions. At Controls, we believe in creating a better future for our built environment by leveraging technology and expertise to unlock the full potential of your building. Connect with us on LinkedIn and join the conversation around smart buildings, energy efficiency, and the future of BMS. Together, let's elevate the building experience.

The Role

You will be responsible for :

Working closely with Team Executives as well as other support functions to provide proactive and effective general administrative assistance across a diverse range of tasks.

Scheduling and coordinating meetings.

Making travel arrangements and preparing expense reports.

Providing other organisational support such as ordering supplies and equipment.

Managing contract negotiations and ensuring fulfillment of terms of vendor agreements and contracts.

Liaising with third-party suppliers and/or vendors.

Liaising with building management on any facilities related issues.

Managing and maintaining executives' schedules and appointments.

Arranging and coordinating meetings and events.

Ideal Profile

You have at least 1 year experience within a Admin Assistant role, ideally within the Real Estate, Professional Services and Utilities industry.

You are organised and have good interpersonal skills.

You have good computer skills (MS Word, Excel, Powerpoint).

You have working knowledge of Estimating, Google Suite and Organized

You pay strong attention to detail and deliver work that is of a high standard

You possess strong analytical skills and are comfortable dealing with numerical data

You are highly goal driven and work well in fast paced environments

What's on Offer?

Role involving team management opportunities

Great work culture

Opportunity to make a positive impact

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