



Project Manager Assistant

Silver Valley Laboratory (SVL) is an analytical chemistry laboratory in Kellogg, Idaho specializing in Environmental analysis. We are looking for a Project Manager Assistant who would work directly with the Project Management team and assist with a variety of tasks. For this position, SVL requires a hard-working, bright, customer-service oriented person with exceptional organizational and communication skills.

Job responsibilities include, but are not limited to:

- Creation of Work Order Confirmation (WKO) after review
- Emailing WKO and chain of custody (COC) to the client distribution list and assigned Project Manager
- Filing (bench sheets, completed jobs, etc.)
- Perform administrative functions, set by the Project Management team
- Perform accounting functions (invoice breakdowns, invoice confirmation/acceptance, etc.)
- Assist with Level 3 data package compilation
- Generating and emailing of reports
- Emailing invoices
- Invoicing and reporting through client website databases

Requirements:

- Proven ability to provide outstanding customer service to internal and external clients
- Attitude and enthusiasm Exceptional attention to detail
- The ability to work under pressure
- Proficiency at multi-tasking
- Must be proficient in Microsoft Office products (Word, Excel, PowerPoint, Outlook, etc.)
- Ability to work independently and as part of a team.

Position Details:

Compensation for this entry-level business development position is dependent on experience. This is a full-time, hourly (non-exempt; eligible for overtime) position with benefits and significant opportunities for growth.