



<https://reliablestaffing.com/job/project-administrator-rscsad3008/>

Project Administrator RSCSAD3008

Description

- Organize MS project files
- Utilize MS project and teams
- Calculate EV, budgeting and spending curves
- Prepare and distribute meeting notes
- Review projects, inventories, purchase requisitions and track
- Extensive walking
- Must wear steel toe safety shoes and hard hat
- Must have clean driving record

Job Location

7224 Blanco Rd, 78216, San Antonio, Texas, usa

Hiring organization

Reliable Staffing Corporation

Employment Type

Full-time

Base Salary

\$ 44000 - \$ 74000

Industry

Office/Administration

Qualifications

- BS in Business is required
- Knowledge in MS Project and all MS Products

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