



Project Administrator - Signs

Creative Surfaces Inc; a National manufacturing company of custom store fixtures, signage, and countertops for retail, automotive, and casino industry with manufacturing facilities in Sioux Falls, SD and Rapid City, SD is seeking a Project Administrator for their sign division.

At Creative Surfaces, Inc our Project Administrator is responsible service scheduling, new order processing and liaison between production and customer related to delivery schedule. Communicate directly with customers, sales and operation. Position offers competitive salary with bonus opportunity, paid time off, Insurance and 401k.

We are looking for a person to monitor and coordinate product installs and service work. Daily functions to include:

- Monitor emails for sign install, removal and service work
- Schedule external service providers & internal installers through install coordinator
- New sign order entry
- Maintain list of new open orders and install dates
- Accumulate service signoff documents and prepare billing
- Approve outside service provider invoices
- Maintain inventory of return signs
- Maintain spreadsheets related to sign orders and service
- Other duties as assigned

Requirements

- 2 year project or business management degree
- 2 years of experience in similar position a plus
- Detail oriented
- Organized
- Good communication skills
- Ability to work well with others

Please email resumes and references to jobs@creativesurfaces.com