



Administrative Support Specialist - Commercial-Industrial Projects

Company Overview:

Savage and Son, Inc. is Nevada's oldest and strongest full-service plumbing, HVAC, and piping contractor – serving both residential and commercial clients alike. We care about each of our clients, from a modest home repair to a remodel to a commercial high-rise. We have proudly served northern Nevada and surrounding California communities since 1893.

We specialize in wet-side mechanical systems, commercial high-rise fabrication, boilers, chillers, high purity systems, medical gas, and several other Mechanical services for industrial and commercial projects. Savage and Son has performed and succeeded on several of the most demanding and complex projects. We have generations of happy clients – be it from a quick repair at a fair price, a full remodel, or high-quality professional plumbing work.

We offer our proven reliability of the past and the innovation of the future to settle for nothing but the best. We strive to provide quality workmanship, efficient scheduling, safe and professional employees, and most importantly, the deserved value for all of our customers.

Position Overview:

The Administrative Support Specialist – Commercial/Industrial Projects will provide a senior level of administrative support to all divisions of the Savage and Son's business including the senior leadership team, project management and estimating teams.

What our ideal candidate will bring:

- Collaboration: develop and maintain effective working relationships with management, coworkers and clients. Mutual respect. Listening to others, adapting to changes, being open-minded and producing a superior outcome as the result of effective teamwork.
- Communication: responsive with communication in a prompt and professional manner; providing relevant and timely information to management, team members, and clients in a clear, concise and direct manner.
- Be a Self Starter – accountable to perform assigned tasks accurately and independently without being prompted.
- Efficiencies – Ability to maintain focus, stay organized, manage multiple tasks and complete work within deadlines, with minimal errors in a fast-paced environment.
- Problem Solver: ability to develop a timely, efficient solution or alternative when posed with a problem;
- Quick to grasp and utilize new software applications and systems.
- Enthusiastic about training and values continuous learning and development
- Ability to adapt to changing situations and to perform multiple tasks simultaneously
- Strong organizational skills
- Plumbing and Mechanical knowledge a plus; willing to learn about plumbing and mechanical systems if not experienced.
- Associates and/or Bachelor's Degree or equivalent experience in related field.

Plumbing • HVAC • Piping Since 1893

COMMERCIAL • RESIDENTIAL • INDUSTRIAL

Responsibilities and Duties:

- Provide administrative support for the Senior Leadership Team, Project Managers and Estimators.
- Initiate project-related correspondence by preparing and reviewing project proposals, memos, meetings and emails.
- Identify and raise issues to Project Managers and Senior Leadership
- Resolve conflicts to ensure adherence to project schedule.
- Track key deadlines and communicate clearly with Project Manager.
- Research project locations, jurisdictions and fees, proposals, applications, and submittal requirements.
- Document internal and external meetings with action items, notes, and summaries.
- Check estimating sheets for accuracy with subcontractors and internal resources.
- Prepare or obtain incidental requirements for bid proposals.
- Scan daily material tickets into cloud-based storage.
- Work on compiling submittal books and operation and maintenance manuals for projects.
- All other duties as assigned.

Language Skills

- Ability to write/type business related documents
- Ability to speak read and write fluently in English

Computer Skills

- Experience with Microsoft Office software (primarily Excel, Word, and Outlook)
- Bluebeam or other pdf viewing/editing program software experience a plus

Work Hours

- Reliable in office presence Monday – Friday
- 7:30 am – 4:30pm (approximately)

Savage and Son offers a competitive compensation and benefits package which includes:

- Medical Insurance – generously paid 100% by Savage and Son
- 120 hours of PTO
- 10 paid holidays
- Profit sharing
- Bonus potential

We invite interested candidates to submit their resume to careers@savageandson.com.

Savage and Son