



Job Opening- Office Administrator

Quantum Management Group, Inc. has an immediate opening for a full time position as an **Office Administrator** in Somerset County, New Jersey. Quantum is an environmental consulting firm that specializes in managing environmental projects from an owner's perspective. Quantum is an Equal Opportunity Employer.

Responsibilities:

- Day-to-day support for Site Manager and EHS Manager at a decommissioned chemical manufacturing facility that is currently undergoing environmental remediation
- Maintain project files, both electronic and paper, including digital library, SharePoint, site protocols, and planning documents
- Maintain budget spreadsheets, track invoices, issue purchase orders
- Track information on health, safety, security, and waste management
- Assist in the writing, editing, and production of reports and other documents
- Foster positive working relationships with client staff, operations and maintenance contractors, remedial contractors, and others
- Foster positive working relationships with local stakeholders (public and private)
- Facilitate scheduling, agenda, and follow ups for meetings and conference calls
- Supervise the maintenance of office areas and equipment including ordering supplies

Required skills and experience:

- Bachelor degree, science a plus
- Minimum of five years of relevant work experience
- Excellent oral and written communication skills
- Proficiency in Word, Excel, Adobe Acrobat, Outlook, and PowerPoint
- Excellent planning and organizational skills
- Ability to negotiate effectively
- Ability to lift 20 pounds

Benefits Package

Quantum offers a complete benefits package (including health insurance, 401k plan, profit sharing and performance bonus), competitive salary, and flexible work schedule.

Qualified candidates should reply to employment@qmg-inc.com

Visit our website www.qmg-inc.com. Quantum is an Equal Opportunity Employer.