



New Horizons Telecom is looking for a highly motivated qualified individual to join our team as a Program Administrator. New Horizons Telecom, Inc. specializes in the delivery of turnkey telecommunications infrastructure solutions for clients within all major commercial sectors and industries.

The Program Administrator is a critical support person to the Program Manager performing many critical Program elements to ensure projects are met on-Budget and on-Schedule. The position requires strong organizational and interpersonal skills as well as the ability to interact with clients, project staff, and subcontractors.

In addition, The Program Administrator will be expected to:

- Perform specific tasks for a Program Manger in support of a client, or task for the company
- Provide effective physical security for all property and equipment of the Program/Project while ensuring the project is compliant with all safety regulations
- Submit regular administrative paperwork including timesheets, delivery receipts, expense reports, mileage logs and other records on a timely basis
- Assist with regular and timely project invoicing and follow-up
- Provide daily entries in Program Diary
- Assist with daily financial tracking, budget assessment, and budget forecasting
- Assist with weekly NHTI Program Status Reports
- Maintain program records, timelines and all other documentation in an organized manner

Minimum requirements:

- High School Diploma Required
- Associates degree in Business Administration or Project Management preferred.
- 3 years' experience preferred working in an office administration setting preferably in operations and/or project management.
- Experience with spreadsheets, word processing and standard office software (MS Excel, Word, and Outlook)
- MS Project familiarity preferred
- Highly articulate in speech and be able to deliver verbal reports and dialog
- Ability to effectively organize reports and to follow prescribed formats with use of proper grammar, syntax and punctuation

Salaries are based on experience and an excellent benefits package is available to qualified employees. If you feel you are a qualified candidate for this position, please email your cover letter and resume to [jobs@nhtiusa.com](mailto:jobs@nhtiusa.com).