

**Job Title:** Program Administrator  
**Job Type:** Full Time



## **About Us**

Headquartered in Palmer, Alaska, New Horizons is a trusted and tested telecommunications contractor offering turnkey infrastructure solutions. We deliver protected, cutting-edge networks in some of the world's most challenging and remote locations, providing in-house engineering and installation services for wireless, microwave, Satcom, fiber optic and alternative energy projects. From mountaintop tower construction to urban electrical and structured cabling installations and the networking components in between, we have been entrusted with the design, implementation and management of network infrastructure across the state and worldwide. At New Horizons we are proud to provide integral solutions from the feasibility stage through to implementation.

## **Why Join our team?**

New Horizons is the place for you if you want a dynamic and rewarding work environment with room for career advancement and growth. Apply now and become a part of our dedicated team driving innovation in the telecommunications industry.

## **Job Summary**

The Program Administrator is a critical support person to the Wireless Department, 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.

## **Key Responsibilities**

- Perform specific tasks for the Wireless Operations Department to support a project staff, 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, Equipment Utilization, and other records, on a timely basis.
- Make travel arrangements for crews on and off the road system in Alaska.
- Assist with regular and timely project invoicing and follow-up.
- Provide daily updates to management regarding where department staff is located on projects.
- Assist with weekly NHTI Job Status Updates.
- Maintain program records, timelines, and all other documentation in an organized manner.
- Complete closeout documentation for projects.
- Assist in maintaining training records for the Wireless Department

## **Qualifications**

- High School Diploma Required
- Associate 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, standard office software (MS Excel, Word, and Outlook), and MS Projects.
- Highly articulate in speech and able to deliver verbal reports and dialog.
- Ability to effectively organize reports and follow prescribed formats using proper grammar, syntax, and punctuation.

### **Benefits**

- Excellent Medical, Dental, Vision, Legal, and Prescription Drug Plan
- Retirement (Pension and 401K)
- Competitive Compensation, Paid Vacation and Holidays
- Challenging and Rewarding Work Environment with Career Development Opportunities

### **Salary**

Starting pay is \$23.00/ hour

### **How to Apply**

To apply please email your resume to [hr@nhtiusa.com](mailto:hr@nhtiusa.com) or go to our careers page at [www.nhtiusa.com/careers/](http://www.nhtiusa.com/careers/) and click "Apply Now."

We look forward to hearing from you!

*New Horizons is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Applications will be reviewed as they are received, and the position will be filled as soon as we have a satisfactory candidate pool.*