



Avanti Restaurant Solutions is seeking to hire a Project Administrator

Are you looking for a work environment where you can collaborate with other colleagues who are genuine and have a drive to succeed? Are you able to work under pressure to meet deadlines? Would you enjoy learning about new products, so you can develop into an industry expert? If this resonates with you, please apply at Avanti Restaurant Solutions for the position of Project Administrator.

Avanti Restaurant Solutions, a successful, privately held, \$40M company, builds out commercial kitchens, providing design, equipment and project management. We are headquartered in Costa Mesa, CA. Our team is located across California. If interested in jump starting your career, please apply for the position of Project Administrator.

Please apply if you are:

- Detail Oriented
- Able to Problem Solve
- Excellent computer skills, including experience with Microsoft Office Suite
- Possess strong communication skills, both verbal and written
- Collaborative working style and team-player attitude
- Outstanding organizational skills and ability to prioritize tasks
- Able to thrive in a high-volume, deadline-driven work environment
- Reliable, trustworthy, and committed to the team's success

Day to Day Responsibilities:

- Daily meetings with project team
- Process and manage sales orders
- Accurate invoicing
- Communicate effectively to ensure timely delivery of customer product
- Manage warranty/service requests from customers
- Create product spec. book and warranty manuals

Please send resumes to: nicolette@avanticorporate.com

Salary: \$35K-\$50K (depending on experience)

Benefits offered: health, dental and vision insurance, matching 401K, PTO, and company sabbatical

Location: California