



Avanti Restaurant Solutions is seeking to hire a Senior 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 Senior 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 Senior Project Administrator.

Please apply if you are:

- Able to problem solve and think critically
- Detail Oriented with an ability to prioritize tasks
- Good communication skills, both written and verbal
- Excellent computer skills, with an ability to learn new software systems
- Able to thrive in a high-volume, deadline-driven work environment
- Collaborative working style and team-player attitude
- Reliable, trustworthy, and committed to the team's success

Day to Day Responsibilities:

- Collaborate within department to negotiate contracts between suppliers and vendors
- Maintain timeline for equipment and materials based on project team's schedule
- Communicate effectively with general contractors, vendors, suppliers, and project team
- Work with general contractor's software systems to ensure invoices paid against purchase orders match project billing and recognize payments in NetSuite
- Create change orders in AutoQuotes and NetSuite
- Create product spec books and warranty manuals
- Manage warranty and service requests from customers
- Track projects to ensure they stay on budget
- Work with vendors to retrieve lien releases

Requirements:

- 2+ Years of accounting experience preferred

The is a full-time non-exempt position.

Compensation: Depending on experience, plus benefits.

Location: California

Please send resumes to Nicolette@AvantiCorporate.com or apply at AvantiCorporate.com under "Careers".