



Personal Assistant to Founder and Chief Executive Officer/Program Manager

Job Description:

We are seeking a dependable, organized and quick-thinking, problem-solving individual to work alongside our Founder and CEO in the fast-paced emergency response and disaster recovery industry. The position also entails program management which includes managing teams, ensuring program quality, and coordinating with various stakeholders. The program manager is also focused on developing tools and processes, monitoring progress, and ensuring compliance with organizational guidelines. Hands-on training provided.

Key Responsibilities:

- Schedule meetings and coordinate travel for meetings with local governments and municipalities following a natural disaster or emergency.
- Assist in preparing and submitting bids on disaster recovery and emergency response RFPs.
- Manage and provide oversight for one or more projects to ensure alignment with the project's goals.
- Ensure proper management of debris and waste streams to adhere to all applicable regulations.
- Maintain proper project documentation using project management software
- Ensure all program activities are in compliance with relevant environmental regulations.
- Maintain accurate and consistent project documentation, including requests for information, change management, and other necessary paperwork.
- Work with vendors and subcontractors to ensure accountability to our service standards
- Coordinate the efforts of multiple project managers to ensure that resources are allocated effectively and that all projects are working together to achieve the program's objectives.

Skills and Qualifications:

- The position is an in-office location. Candidate must be willing to come to our office at 19612 SW 69th Place, Pembroke Pines on a daily basis. Ideally, the candidate will not live more than 20 miles from the office.
- Candidate must have his or her own reliable transportation.
- The candidate must be proficient in MS Office (especially Word and Excel), Adobe, Quicken and QuickBooks
- The candidate must currently be a Notary Public.
- Excellent communication, problem-solving, and decision-making skills.

Salary Range - \$52,000 - \$60,000 annually

Salary will be determined based on candidate's skills, knowledge, experience and proficiency. Bergeron Emergency Services will pay for any necessary training and certifications in exchange for a minimum one-year employment commitment.

Qualified candidates are encouraged to submit their resumes to Assistant@Bergerones.com.

