



PBC ENVIRONMENTAL

DEMOLITION & ABATEMENT CONTRACTING
and ENGINEERING SERVICES

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PBC Environmental is currently accepting applications for a **Full-time or Part-time Business Development Administrative Assistant & Marketing Coordinator (Kittery Maine)**. Flexible schedule options are available including the possibility of remote working. A strong opportunity for long term growth.

About Us: PBC Environmental is an environmental and demolition contractor serving regional markets in New England. We are a company of talented good people committed to providing career growth opportunities our team members through the delivery of an exceptional customer service experience and remarkable high-quality work to our clients'.

Skills and attributes required:

- Work pride and a positive *can-do* attitude is a MUST.
- Proficiency in Microsoft Office programs (word, excel, outlook).
- Proficiency in internet searching.
- Proficiency in social media.
- Computer (PC) proficiency.
- Strong organizational skills including abilities to create systems and procedures.
- Professional and pleasant communication skills.
- Ability to work independently.
- Ability to find new ways to contribute towards the overall success of the office.

Duties will include:

- Lead & project searching and qualification.
- Monitoring lead services and distributing those to appropriate personnel.
- Managing our social media & web presence.
- Administrative Assistant to our Business Development Team.
- Managing our participation in various networking events.
- Communicating by phone and or email with our clients.
- Coordinating special projects.
- Monitoring email traffic and distributing messages to appropriate personnel.

Applicants should send their resume and cover letter expressing why they would be a good candidate.

We look forward to hearing from you.

Resumes can be emailed to Signe@pbc-env.com