QLM Direct

Office Assistant / Project Assistant

Office Administration / Service Operations / Entry-Level Construction

CONFIDENTIAL CANDIDATE PROFILE
REF CND330493

2+ Years Combined Part-Time and Office Experience

LOCATION	Miami, FL
POSITION	Project Assistant
YEARS OF EXPERIENCE	2+ Years
CERTIFICATIONS	NCCER Carpentry Certificate
SALARY REQUIREMENT	$20+/hour
TRAVEL / RELOCATION	Not interested in travel or relocation
START DATE	2 weeks from offer

CANDIDATE OVERVIEW

This Miami-based, entry-level candidate is currently pursuing Building Construction studies at Miami Dade College. He brings experience in office administration, scheduling, customer service, proposal preparation, and coordinating daily operations. Currently working as an Office Assistant with PowerX Pest Control, he handles customer communication, scheduling appointments, preparing proposals, and following up on billing and collections. He also assists with his family's party rental business, handling customer inquiries, equipment transportation, setup, and general operations. He has earned an NCCER Carpentry Certificate and has hands-on exposure to general maintenance and construction-related activities. After speaking with him, I think he's a good candidate for a Project Assistant position. He's early in his career but has a good foundation in office administration, scheduling, and customer communication. I like that he's already pursuing an education in Building Construction and has taken the initiative to earn his NCCER Carpentry Certificate. He doesn't have direct commercial construction estimating experience, but I believe he has the background and interest to learn and grow into the position. He's looking for $20+ per hour, is not interested in travel or relocation, and can start two weeks from an offer. I think he's worth a conversation for this entry-level opportunity.

KEY STRENGTHS

- Currently pursuing Building Construction studies at Miami Dade College
- NCCER Carpentry certified with a clear interest in building a career in construction
- Office administration experience handling scheduling, customer communication, and proposals
- Experience preparing proposals and following up on billing and collections
- Comfortable coordinating daily schedules and communicating with customers and team members
- Hands-on experience with equipment handling, setup, and general maintenance support
- Bilingual English and Spanish
- Entry-level candidate seeking $20+ per hour; available two weeks from offer

SKILLS CHECKLIST

- Office Administration
- Project Coordination Support
- Scheduling
- Proposal Preparation
- Customer Service
- Client Communication
- Billing / Collections
- Team Coordination
- Administrative Organization
- NCCER Carpentry Certification
- Building Construction Education – In Progress
- Basic Carpentry Knowledge
- Material / Equipment Handling
- General Maintenance Support
- Painting Preparation
- Problem-Solving
- English / Spanish Fluency

Interested in an interview?
Reply to this message or contact me directly and I will release the full resume and coordinate a call at your convenience.

Michael Berzito
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