



Project Management Specialist- Baltimore, MD

About Kinetix

Kinetix Fire & Life Safety Experts was founded in 1993 and we provide fire protection system services to the government, military, commercial, higher education, and large campus type facilities. Our mission is to provide quality customer service by focusing on a personalized approach for the fire & life safety needs of our customer's facility.

Kinetix is looking for a motivated individual for an entry level position with an emphasis on Account & Project Management. The Project Management Specialist reports directly to the Regional Manager in Baltimore and works closely with fellow project group team members. The position involves on the job training which requires an individual who has a natural affinity towards learning and can apply new concepts to real life situations. The ideal candidate is someone interested in a position that allows for upward mobility and the opportunity to establish a long term career within the company.

Job Responsibilities

- Assist with lead development, establishing new and maximizing existing client relationships
- Assist with preparation of proposals and project estimates which may include building surveys to gather information
- Maintain complete and accurate information for all opportunities and related activities within the CRM system
- Support the operational group to ensure complete and timely customer support
- Coordinate account deliverables and project services with customers and resources
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Job Requirements

- Bachelor's Degree preferred
- Excellent analytical and organizational skills
- Ability to work within a team and independently
- Strong written and oral communication skills
- Must be able to work under pressure and manage time effectively

Kinetix is constantly searching for talented and hardworking individuals to join our team. For the past 3 years, Kinetix was recognized by INC magazine as one of the fastest growing companies in the U.S. and by the Philly 100 as one of the top 100 fastest growing firms in the Philadelphia area. Our fast growth allows us to continually hire the best in the business. If you are one of those individuals, consider joining our team. We want to hear from you, whether you are a top tech or a management guru. We are an equal opportunity employer that offers an array of benefits including health insurance, life insurance, 401(k) and short-term/long-term disability.

Please submit your resume to jobs@kinetixfire.com. The email subject line should note **Project Management Specialist**