

Assistant Right of Way Project Manager  
NTE Mobility Partners

Assistant Project Manager needed to work with the Right of Way Director and Project Manager for a transportation project in Northern Tarrant County. Five to ten years of Right of Way experience required with a preference to transportation right of way experience. Some accounting and finance background, communication and computer skills a must. The fast-paced work environment requires initiative, dependability and flexibility. The candidate must possess a positive, professional demeanor and able to communicate at all professional levels, both internally and externally. Independent judgment is required to plan, prioritize and organize a very diverse workload.

Responsibilities:

- Input data, prepare and maintain reports of project expenditures.
- Input data, prepare and maintain project reports.
- Assist in the development of PowerPoint presentations, Word documents/correspondence and Excel spreadsheets.
- Prepare and proof correspondence for content and grammatical correctness.
- Establish, develop, maintain and update files used within the department.
- Organizes and prioritizes large volumes of information.
- Effectively manage tasks and deadlines.

Qualifications:

- College degree or equivalent work experience.
- Knowledge of Microsoft Office required with a thorough understanding and experience with Excel.
- Knowledge of the Uniform Act.
- Excellent interpersonal skills and client/customer focused attitude.
- Excellent verbal/written communication skills.
- Ability to establish priorities and meet deadlines.
- Ability to work in an organized, detailed manner under tight time frames.

Email resume and salary requirements to:

Tom Brady  
Right of Way Director  
NTE Mobility Partners  
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