

WORK DESCRIPTION:

Project Administrator

The project Administrator will provides administrative support for the project team. This person works for the project team but will be evaluated by the Project manager. The Project Administrators duties will include, but are not limited to: typing and inputting daily reports provided by office staff, drafting correspondence and memos; performing general receptionist tasks, organizing and maintaining jobsite filing. The project Admin will also process invoices, assist in filing and processing to include logging subcontracts change orders, Insurance documentation and other items required by the contract. Copy, fax, schedule courier services, assisting the project team with “start-up” and “close out” of job as directed. Also maintaining trailer office supplies and office equipment. Process, log and follow up with suppliers, Vendors and Subcontractors; and other duties as required.

MINIMUM QUALIFICATIONS:

Please apply if you meet these minimum requirements:

- 2+ year experience with Commercial Construction projects
- Strong organizational skills, flexibility, and the ability to prioritize work
- Extreme attention to detail
- Must have excellent written and verbal communication skills
- Excellent customer service skill (excellent phone skills)
- Notary stamp is a plus (company will pay for you to obtain stamp if not)
- Excellent knowledge in using the following software: MS Excel, MS Word, MS Outlook
- Cooperation is imperative as the Project Administrator will work for and with the Project Manager, Superintendent, Project Engineer, Estimator and Scheduler.
- Moderate physical activity performing lightly strenuous daily activities including stand, walk, reach, stoop, kneel, crouch, climb, talk, hear and occasionally lift and /or move up to 50 lbs.

– to be considered, you must include list of references (preferably Project Managers, Superintendents and or former supervisors).

Salary commensurate with experience.