



JOB DESCRIPTION

Title: Project Administrator
Reports To: Project Manager(s) or Senior Project Manager(s),
Business Unit Leaders, Administrative Manager

Job Summary:

Under the direct supervision of the Project Manager(s), this position provides administrative and secretarial support. In addition to typing, filing, and scheduling, duties performed include record keeping, coordination of multiple tasks with deadlines, special projects, and accurate monthly applications for payment. This position deals with a diverse group of internal and external clients at all levels. Independent judgment is required to plan, prioritize and organize diversified workload.

Duties and Responsibilities:

- Provide clerical and secretarial support to one or more people within a specified department or project
- Type / prepare documents - letters, reports, memos, lists, etc. May entail producing confidential documents
- Prepare final documentation from written format
- Careful editing and proofreading is required
- Daily Constructware web-based project management applications
- Servicing "in/out" basket
- Maintain and set-up filing systems; copy documents as required
- Open, date stamp, log in mail (all types). Organize per supervisor's direction
- Answer phones, take and forward messages – May answer routine questions or follow-through on routine requests
- Maintenance of desk records
- Meeting and conference planning
- Coordinating bids and assisting in bid solicitations
- Copying and routing customer contracts to Accounting Department
- Writing Purchase Orders and Subcontracts; preparing copies for Accounting Department and routing them prior to invoices being received from the vendors
- Preparing monthly requisitions for Payment on Excel or Timberline
- Maintenance of drawing logs
- Preparing transmittals
- Handling and distributing plans and specifications
- Preparing AIA documents and contracts electronically
- Arrange travel, hotel, rental-car reservations & prepare itinerary
- Schedule meetings per supervisor's request, reserve location, distribute agenda, etc.
- Maintain supervisor's calendar
- Maintain address files in Constructware System

- Prepare proposals
- Distribution of correspondence
- Prepare lien waivers for payment applications
- Prepare Project Managers' and Field Managers' manuals
- Set up office and field construction files
- Prepare retainage packages
- Prepare close-out and operation and maintenance manuals
- File storage and retrieval
- Preparing and maintenance of subcontract / purchase order control log book
- Set up and maintain logs (ASI, RFI, COP, Purchase Control, Project Directories, etc.)
- Procurement of subcontractors' insurance
- Print required reports in Timberline and adjust projections based on reports
- Assist Field Managers with general project information including travel arrangements as needed
- Handle confidential and non-routine information
- Demonstrate poise, tact and diplomacy
- Establish priorities and meet deadlines in fast-paced environment
- Perform additional assignments per supervisor's direction
- Maintains monthly expense reports for Project Managers
- Provide front desk / reception support as required

Credentials, Knowledge, Skills and Abilities:

- High school diploma or college degree
- At least five years of administrative experience, preferably in industrial or construction industry
- Strong document control skills
- Strong technical computer skills, particularly Microsoft Office, Constructware (Project Administrator level), MS Word (advanced level), Excel (intermediate level)
- Ability to operate typical office equipment (copiers, fax machines, postage meter, etc.)
- Superior written communication and proofreading skills mandatory
- Superior demonstrated skills to handle a variety of assignments simultaneously
- Excellent telephone skills
- Ability to interact and communicate with individuals at all levels of the organization
- Ability to work under deadline pressure and extra hours if needed on assignments
- Knowledge and accuracy in arithmetic important