



## Administrative Assistant – Project Management

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**Department:** Project Management

**Reports to:** Project Manager

**FLSA Status:** Exempt

**Approved by:** President

**Revision Date:** January 31, 2017

**Supervisory Role:** No

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### Essential Duties and Responsibilities

Provides administrative support for the Project Manager from contract award through contract closeout.

- Copy and distribute plans and specifications to the project team.
- Setup job folders and files (electronic and paper). Setup projects in projects management software.
- Create and distribute job contract and emergency telephone lists for project.
- Typing, filing, scheduling, and assisting project manager with tracking of revenue, costs and quantities.
- Coordinate and communicate effectively with other departments such as Payroll, Accounting, Estimating and Equipment Departments.
- Review the project specification and plans for all requirements of the project such as badging, permits, job site office requirements.
- Provide list to Human Resources Department of vendors and subcontractor involved with federal contracts.
- Distribute vendor certification letters on federal contracts and track to ensure they are returned to the Human Resources Department.
- Submittal requirements, MWBE (minority women business enterprise)
- Assist Project Managers in obtaining all required permits for the project
- Set up the job site office and utilities.
- Perform and manage underground locates per state requirements on an individual basis.
- Prepare owner contracts for execution. Request company bonds, insurance and if required consent-of-surety.
- Compare quotes from vendors and subcontractor to assist in the buy out of project. Follow up with subcontractor and vendors on status of submittal, billing and insurance certificates.
- Draft sub-contractor billings, review vendor invoice for coding and pricing. Amend the project schedule and budget as necessary due to change orders.
- Create submittal log, assemble and track submittal data
- Complete meeting minutes for various meetings throughout the duration of the project as required.
- Assist the Project Manager or Superintendent with the administration of Request-for-Information; manage all correspondence for the project such as, communication with owner, utilities, engineer, or subcontractor.
- Prepare the pay application based on quantities obtained from the Superintendent for the Project Manager's review and submission. Follow up with the owner on the processing of the payments to the company.
- Develop, maintain and distribute weekly timesheets and quantity reporting logs. Maintain job site photos and complete contract close out process.

### Qualifications, Education, Experience and Certifications

- High school diploma or G.E.D.
- One (1) year certificate from College or Technical School
- Two (2) to five (5) years related experience and/or training or equivalent combination of both
- Proficient in Microsoft Outlook, Excel, and Word

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- Construction industry experience preferred

### **Physical Demands and Work Environment**

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time. Employee is frequently required to move around office to communicate with staff. Occasionally must lift and/or move up to 20 pounds.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

### **Competencies**

To perform the job successfully an individual should demonstrate the following:

- Adaptability
- Analytical Skills
- Attendance & Punctuality
- Communications
- Cooperation
- Customer Service
- Job Knowledge
- Planning & Organization
- Problem Solving
- Quality
- Quantity
- Safety & Security

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