

POSITION: Project Administrator

REPORTS TO: VP of Operations

POSITION SUMMARY:

The Project Administrator plays a pivotal role in facilitating project operations and managing subcontractor engagements across multiple projects. The Project Administrator will support various project teams in fulfilling operational objectives and maintaining compliance with company standards. This role requires strong organizational skills, attention to detail, and the ability to communicate effectively with a diverse range of internal teams and external partners.

DUTIES AND RESPONSIBILITIES:

- Communicate with VP, Project Executive, Project Manager, Project Engineer and Superintendent to determine if there are any unique needs for the project.
- Support EVP on company operational objectives and directives.
- Confirm Workers Compensation and Insurance Certificates of subcontractors/suppliers align with Project Requirements as required.
- Subcontract Assembly Assistance
 - Review for typos, company compliance, and combine into final completed documentation.
- Assist with prequalification with subcontractors.
- Facilitate Subcontractor evaluations for CBC staff and subcontractors at project close-out (process under development in Procore).
- Assist with project start-up
 - Create the Exhibit "A" –List of Construction Documents; and update throughout the life of the project as revisions and bulletins are issued.
- Serve as a liaison between project teams and subcontractors to help ensure all Contract Documents are signed when electronic acceptance has gone through.
- Facilitate and monitor ball-in-court items as needed and notify Project Managers of cost discrepancies.
- Assist with obtaining lien waiver documents to ensure subcontractor payment.
- Create AIA Owner Contracts, Owner Change Orders and Certificates of Substantial Completion.
- Assist with distribution of all AIA documents for initials and signatures as needed.
- File electronic and/or hard copies of AIA documents as needed.
- Help manage companies and contacts in Procore.
 - Make updates to subcontractor information regularly.
 - Assist with troubleshooting of user registration in Procore in partnership with IT.
- Assist on bid-day with follow-up calls for bids not yet received as needed.
- Assist with office manager type duties, including scheduling and set up of meetings, office restocking and company event planning
- All other duties as assigned.

GENERAL OFFICE SUPPORT

- Typing of general correspondence as needed.
- Copying, data entry, binding, and document scanning.
- Arrange meetings for executives when needed.
- Assist with general office duties and needs as assigned.

SKILLS AND ABILITIES:

- Ability to communicate with various levels of management and staff clearly and effectively, both verbally and in writing.
- Understanding of project lifecycle, from pre-construction to close-out, and the ability to manage multiple aspects of the project administration process.
- Capable of coordinating and facilitating project tasks such as subcontractor prequalification, document management, and compliance checks.
- Strong attention to detail to review documentation for accuracy, compliance, and completeness.
- Ability to identify discrepancies in project documentation or contract terms and take appropriate action.
- Ability to anticipate and resolve issues that may arise during the project lifecycle.
- Skilled in analyzing situations, developing solutions, and implementing strategies to prevent future problems.
- Comfortable with general office software and tools for document management, including word processing, spreadsheets, and data entry.
- Strong organizational skills to manage a high volume of documents and ensure all project files are updated and maintained.
- Willingness to take on diverse tasks and adapt to changing project requirements and deadlines.
- Ability to manage priorities and switch between different tasks effectively.
- Strong people skills to build and maintain relationships with subcontractors, suppliers, and internal team members.
- Ability to work collaboratively in a team environment and independently when necessary.
- Willingness to learn new industry specific systems.
- Problem analysis and problem resolution; sound judgment.
- Commitment to company values.

EDUCATION AND EXPERIENCE:

- High School/ Trade School Diploma or GED required.
- 4-8 years of relevant experience preferred.

WORKING CONDITIONS:

The role is situated in an office setting, which is climate-controlled, well-lit, and designed to minimize noise from outside disturbances. Extensive use of computers, including software for data entry, project management, and communication. This often involves prolonged periods of typing and viewing screens.