Envoy, Inc.
6330 East 75th Street, Suite 170
Indianapolis, IN 46250
(P) 317.594.4600
(F) 317.594.4601
www.envoy-cm.com

envoy
Project | Construction Management

# JOB DESCRIPTION
# CONTRACT ADMINISTRATOR / EXECUTIVE ASSISTANT

## RESPONSIBILITY

The primary responsibility of the Contract Administrator / Executive Assistant is to perform the duties as stated in this description and to provide assistance as assigned.

## SPECIFIC DUTIES

1. Assist in the preparation or creation of, copying, or compiling of documents for pre-bid and pre-construction meetings, as directed.

2. Update cost report(s) to track change orders, extra work orders, allowance authorizations, account billings, etc., as directed.

3. Update, maintain and attached electronic files in ProCore for all start-up and close-out documentation and continue to track for the duration for each project.

4. Prepare dunning letters in ProCore and distribute correspondence electronically to Contractors for outstanding start-up and close-out documentation on a monthly basis, or as directed.

5. Review, stamp, process and distribute all incoming construction shop drawings, AIA contracts & billings, product data, samples, and operation & maintenance manuals, and other (hard copies and electronic) for review and approval through ProCore.

6. Input and update punch lists and work lists in ProCore for all projects, as directed.

7. Greet all incoming guests, answer and direct all incoming calls. Send, receive, and distribute all electronic incoming and outgoing faxes, mail, UPS, FEDEX, and other correspondence.

8. Order, stock, and monitor the inventory for all office supplies for main office and jobsites.

9. Schedule and maintain conference room calendar, purchase items and prepare conference room for meetings. Tear-down/clean-up the conference room when needed. If food is required, coordinate with the co-worker administering the meeting to obtain the selection of menu items and quantity.

10. Miscellaneous clerical work that may include making copies, scanning, filing, errands, etc.

11. Point person for maintaining inventory and contracts of large office equipment.

12. New Project Site Set-up – Set up new job site trailers (i.e. office supplies, hardhats, etc.).

13. The team is multi-faceted and working on a diverse set of projects/tasks. Duties will vary and flexibility is a must.

14. This position will start as a dual role but migrate toward a Contract Manager or Project Coordinator role as strengths / desires are assessed.

**CONTACTS**

1. Has frequent contact with other office personnel in the performance of duties.

2. Has frequent contact with Envoy's Project Managers and Site Managers.

3. Has occasional contact with Contractors, Engineering and Architectural Firms on various Envoy projects.

**EDUCATIONAL REQUIREMENTS**

- Minimum of a Bachelor's Degree with a minimum of two (2) years experience in a construction environment.

- Working knowledge of MS Outlook, Word, and Excel, along with Gmail, Google Drive, and various Google Apps is required; being familiar with ProCore is a plus.

- Good command of verbal, interpersonal, and written skills as well as a strong command of email etiquette.

- Ability to multi-task, maintain organization, and enjoy working in a fast pace environment.

- Strong IT skills are a requirement and will be tested.

- Applicant must be an energetic, flexible and motivated self-starter who is ready to work with a dynamic and growing team.

SEND RESUMES TO:

Scott A. Baldwin, scott.baldwin@envoy-cm.com