



JOB DESCRIPTION – PROJECT ADMINISTRATOR

REPORTING: Reports directly to Office Manager

POSITION PURPOSE:

To provide administrative support to project management, project engineers and project accountants. To maintain neat, orderly, complete legal documents and project files. To support receptionist and to be flexible in assisting other team members as needed.

ESSENTIAL FUNCTIONS & BASIC DUTIES:

1. Assumes responsibility for working with project team members and maintaining complete and accurate records for multiple jobs - working with multiple project managers, engineers and accountants.
2. Assumes responsibility for performing clerical support functions (varies based upon the need).
3. Assumes responsibility for assisting project accountants in following up with subcontractor and material supplier compliance issues and asking for help when needed.
4. Assumes responsibility for establishing and maintaining effective communication and coordination with Company personnel, including Management.
5. Assumes responsibility for ensuring that work area is clean, secure, well-maintained and for completing special projects and miscellaneous assignments as required.
6. Use of most current templates for standard documents.

SPECIFIC DUTIES:

1. Meet regularly with the Project Manager, Engineer and Accountant to understand the specific needs of each job and determine where assistance is needed. Assistance may be in tracking submittals and RFI's, making copies, reviewing and sending out meeting minutes, following up with subcontractors or material suppliers to ensure the proper documents are received; and other needs as required.
2. When a new job number is assigned, an appropriate electronic and main file is set up per standard operating procedure.
3. Review each project's Job Start form and become familiar with the unique aspects of the job. Understand the billing/payment cycle and assist in coordinating and distributing payment applications and lien releases, per procedure. Provide Daily Job Log book to the Superintendent, when requested.
4. Timely print and interface subcontracts, purchase orders, change orders and materialmen letters through the Viewpoint accounting/project management software, ensuring accuracy. Obtain proper approvals, signatures and prepare for mailing; track for return and proper execution.
5. Update Job Status in Viewpoint system weekly so that it is available for review at the Project Manager meeting.
6. Update subcontractor address changes in appropriate data base.

7. Enter and print transmittals through Viewpoint PM Module – follow standard operating procedures.
8. Proofread, distribute and file all Project Manager correspondence. Includes, but is not limited to, owner AIA contracts, subcontractor contracts, purchase orders, payment applications, change orders, proposal letters, meeting minutes, materialmen notices, punch lists and transmittals. Confirm desired method of distribution (fax, e-mail, or mail). **NOTE:** All filing must be 100% current by close of business each Friday.
9. Check each Project Manager's outbox periodically, particularly when they are out of the office for vacations, meetings, etc. and distribute items appropriately.
10. Assist with managing Project Manager schedule. Print out and coordinate with others if they are absent at Friday staff meetings.
11. Create drawing logs from construction drawings for owner contracts and subcontract packet. Assist in completing Owner Contracts as needed.
12. Create draft owner Change Orders in Excel for signatures once Project Manager provides direction on approved Change Proposals to be included.
13. Provide information via hard copy or electronic, per procedure, to Project Accountant as follows:
 - Owner Contracts
 - Owner Change Orders, including Change Proposals. Pay special attention to CP's and C.O. created around the 25th of the month. It will be important that these are included in the owner billings that are created on the 25th of every month.
 - Subcontracts and Sub Change Orders, including all backup.
 - Purchase Orders, including Revised Purchase Orders and all backup.
 - Subcontracts and Purchase Orders that are returned with *changes (front and back)*
14. Assist Project Engineers with distribution of bid invitations and construction drawings, design changes and design team responses to Foushée initiated requests for information (RFI's), and phone calls, if needed.
15. On receipt of vendor subcontracts and purchase orders, **thoroughly** review before entering/filing to insure all elements have been returned and signed in the appropriate locations and that if there are any modifications, that the Project Manager has initialed his acceptance. If modifications are not accepted by PM, continue the communication "loop" with the vendor until both parties have fully executed documents. Once the "loop" is closed, update compliance flag in accounting system.
16. Assist Project Manager and Project Engineer on bid date, upon immediate request, in preparing and/or reviewing documents, making calls or other needs that could arise. Both bid day and proposal day can be hectic.
17. After a project is complete, coordinate with all team members and box up all files and store in mezzanine along with any drawings from Project Engineers. Coordinate storage in Mezzanine with Office Manager.
18. Prepare daily outgoing mail for the team members, includes preparing envelopes and labels and applying the proper postage. Addresses are to be confirmed in Viewpoint Firm Master. This should be completed no later than 3:15 pm each day.
19. Add business card contacts into PM Outlook Contacts.
20. Update/enter job information in Job Summary form.
21. Miscellaneous duties include receptionist support, fax and copy machine maintenance (fill with paper, distribute faxes, replace toner, etc.), and assisting with company sponsored events as requested.
22. Maintain open and frequent communication with the Project Manager to ensure priorities are set and expectations are clear.
23. Duties may change from time to time at the employer's discretion.

PERFORMANCE MEASUREMENTS:

1. Project and Legal documents, records, and reports are accurate, complete, prepared and filed in a timely manner.
2. Good communication and coordination exist with Company personnel. Assistance and support are provided as needed.
3. Management is appropriately informed of area activities.
4. Administrative functions are completed in accordance with established standards, policies, and procedures.

QUALIFICATIONS:

Education:	High school graduate required. Some college preferred.
Required Knowledge:	Knowledge of related computer applications (Excel, Word, etc.) and familiarity with construction software such as Viewpoint or others.
Experience Required:	Two years of previous related experience, construction background preferred.
Skills/Abilities:	Good typing skills and ability to use computer applications and telephone Attentive to detail, accurate and well organized Cooperative and willing to assist others and work in a team environment Ability to communicate both verbally and in writing in a professional manner