

Project Administrative Assistant needed for a fast-paced construction environment. Job duties include answering the phone, assisting Project Manager process, preparing and tracking project-related logs and documents, maintaining job files and performing general administrative duties. Candidate must be able to multi-task, be detail oriented, have excellent communication skills and be familiar with basic Microsoft programs. Construction office experience preferred but not required.

Essential Functions:

Administrative

- Standard administrative support functions.
- Compose, edit, and type letters, memorandums, and transmittals.
- Compile, organize, and accurately finalize documents for signature or other distribution.
- Schedule appointments and maintain calendars.
- Arrange for courier or overnight services.
- Submit requests/order supplies as needed.

Construction

- Assist Construction Managers in the management of cost control systems; tracking and coding of project expenses, deposits/fees to various Project Control Reports for construction projects
- Coordinate assignments and manage relationships with outside vendors (reprographic services, couriers, etc.), clients, consultants, and contractors to support new and existing construction functions.

Requirements and Qualifications:

- High school diploma or equivalent educational certificate required; a BA/BS Degree preferred.
- Excellent organizational skills with ability to set priorities, manage multiple projects, and meet project deadlines.
- Ability to effectively interface with all departments of the company and to represent the company in a highly professional manner with all colleagues and outside partners.
- Ability to work under pressure and within time constraints.
- Excellent attention to detail.
- Ability to work independently and as part of a team.
- Flexibility with work schedule to include working overtime on a periodic basis.
- Proficiency with Microsoft Office Applications.

Responsibilities:

- Prepare and edit various documents including general correspondence, service agreements, contracts, commencement agreements, transmittals and letters
- Copy and scan documents
- Setup files for each project
- Maintain systems related to filing, reporting, database management and billable hours

Qualifications:

- Previous experience working in construction/architectural environment preferred
- Proficient in MS Office Suite with strong Excel skills and Procore
- Excellent written and verbal communication skills
- Self-starter, proactive, ability to plan, prioritize and organize workload
- Outstanding organizational skills and ability to pay close attention to details
- Dependable with the ability to adapt to changing priorities