

Job Description/Duties

Job Title: Project Administrator

Minimum Qualifications:

- Associates Degree in related field
- Office experience in the field of Architecture, Engineering, or Construction preferred
- Ability to operate common office software programs including Microsoft Office products (e.g. – word, Excel, Outlook, PowerPoint, Publisher), Adobe Acrobat, SmartSheets, etc.
- Ability to work at computer workstation for extended periods
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Integrity and professionalism

Supervisor: TBD

Basic Job Description and Duties:

The Project Administrator position is a higher level than Technical Assistant or Engineering Aide, but lower than Engineering Technician or Project Manager. As a Project Administrator you will be responsible for performing administrative and technical tasks to support efficient operations of architectural and engineering projects. You will support the project manager (and other staff as needed) by performing a variety of tasks related to documentation, organization and communication. You will communicate orally and via telephone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. Additional duties include, but are not limited to the following:

1. Organize and schedule meetings and appointments
2. Maintain contacts database (clients, consultants, contractors, agencies, etc.)
3. Prepare and distribute correspondence, transmittals and forms
4. Prepare a variety of technical documents (see attached list), distribute, and track/follow-up
5. Maintain company filing system
6. Manage documentation; maintain documentation in proper locations on network system
7. Assist project manager and design staff in preparation of reports, spreadsheets, presentations, etc.
8. Provide construction administration duties including coordinating/corresponding with contractors, owners, and consultants
9. Provide any other tasks, assignments, responsibilities requested by supervisor or project manager.

Other Basic Tasks:

The PA may be responsible for various aspects of projects such as preparing, typing, copying, assembling, delivering, mailing, scanning, logging for:

1. Proposals

2. Contracts
3. Design Reports
4. Program/Project Cost Estimates
5. Agency Correspondence
6. Permits (DOT, APA, DOH, SHPO, SWPPP, etc.)
7. Owner Correspondence
8. Project Schedule
9. Sub-Consultant Correspondence
10. Specifications/Construction Documents
11. Bidding (Pre-Bid Agendas; Upload and maintain Bid Register; Prepare and maintain distribution list)
12. RFI's
13. Addendums
14. Bid Opening/Tabulation/Award
15. Construction Contracts
16. Change Orders/Change Directives
17. Payment Applications
18. Job Meeting Minutes
19. Daily Reports (Field Reports/Inspection Reports/Construction Reports)
20. Contractor Submittals
21. Job Photos
22. Record Drawings
23. Procedure Manuals

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to travel to various project sites.
- Must be able to access and navigate job sites and construction areas.