



**POSITION:** Project Administrator

**DESCRIPTION:** A key member of the pre-construction and project management team, providing administrative support services throughout all phases of construction projects including bid, project, and contract document preparation and coordination, and general subcontractor service and relations.

## **POSITION RESPONSIBILITIES**

### **PRECONSTRUCTION**

- Work with Estimating Team to set up public bids and create subcontractor invites
- Coordinate with local print house and print in-house bidding documents
- Manage online subcontractor site for bids
- Coordinate Bond Procurement for public bids
- Prepare bid documents, forms and envelopes
- Assist in coordination of ancillary bid requirements, such as qualifications, etc.
- Assist in contacting sub-contractors, as required
- Assist in creating bid folders and organizing bids received
- Deliver public bids to openings

### **PROJECT MANAGEMENT**

- Assist in creating subcontracts, purchase orders, transmittals, RFI distribution, and change orders
- Create drawing log & maintain updated drawings
- Create hardcopy job files & maintain filing
- Submit notice of contract with city or municipality upon public award
- Create a project directory and update as required
- Obtain project site address with city
- Assist in coordination of temporary utilities with project manager, as required
- Create meeting agendas, meeting minutes, and punch lists, as needed

- Organize weekly safety notices
- Provide support to Superintendents and field crews
- Track & organize project correspondence
- Organize photo documentation
- Prepare & coordinate project closeout book

### **GENERAL**

- Coordinate conference room for client or in-house meetings and provide administrative support
- Assist Accounting Administrator, as needed
- Facilitate and direct incoming phone calls

### **REQUIREMENTS**

- Project administration experience, 3+ years
- Previous Experience in the General Contracting field required
- Previous Experience with pre-construction / bidding administration a plus
- Proficiency in Microsoft Office Suite and Outlook
- Sage Timberline Project Management, or similar PM software, experience a plus
- Strong communication skills, detail oriented with a strong work ethic
- Ability to meet deadlines, prioritize, and multi-task
- Easily trained and a quick learner
- Professional, honest and maintains a high level of integrity

## **KEYS TO SUCCESS**

Successful candidates will demonstrate the ability to manage time effectively and have strong organizational skills. Must be able to excel in a team focused environment and effectively manage competing priorities as the position addresses tight deadlines and a multitude of project administration initiatives.

**QUALIFIED CANDIDATES** please email resume to: [jdgoodrum@jdgoodrum.com](mailto:jdgoodrum@jdgoodrum.com)