

Job Title: Project Administrator

Status: Non-Exempt

Reports To: Project Manager

Date: 2018



At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

Position Summary:

Provides assistance to Project Managers in the day-to-day processing and administration of contracts and projects. Oversees and performs administrative functions concerned with a project.

Principal Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Handle administrative tasks, typing letters, reports, change orders, forms and other material as the Project Manager may require while handling projects.
- At project inception, prepare project filing system and maintain all files in an accurate and updated manner throughout the duration of the project.
- Assist Project Team in ensuring that compliance requirements are being met and that all subcontractors for project(s) follow contract requirements.
- Assist incoming subcontractor inquiries and redirect inquires to Project Managers when appropriate.
- Prepares subcontracts for issuance, including riders and certified payroll information. Check specification for special requirements.
- Documents site meetings and issues meeting minutes as required.
- Maintains and distributes a sub list for each project.
- C/M project responsibilities
 - Prepares monthly reimbursable billing statements for owner.
 - Assists in preparing for submittal of trade contractor invoices to owner.
 - Assists in preparing bid packages.
 - Assists in pre-bid conferences.
- Prepares files and records owner and subcontractor change orders.
- Coordinates job close-out documentation, assembles and submits to owner's representatives.
- Prepares for accuracy pay applications for Project Manager approval.
- Attends progress meetings when requested by Project Manager.
- Assists with writing the specification with final Project Manager approval.
- Prepares shops drawings initial review and notations.
- Document best practices to share with other projects by ensuring best methods are being used.

- Occasionally train new project administrative staff members, ensuring that they have an adequate understanding and exposure to company procedures and quality expectations.
- Intermittently cover front office duties during the absence of the company Administrative Assistant.

Additional Duties and Responsibilities:

- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports directly to the Project Manager. Must effectively communicate with office and field staff, as well as external vendors, subcontractors, and customers. Involves no supervisory functions but requires the ability to work and coordinate with others.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- High School plus completion of Vocational School courses and 5-6 years of office experience; Associates Degree in related field desirable.
- Knowledge of general construction principals is helpful.
- Ability to perform clerical and detail work rapidly, accurately, and neatly.
- Working knowledge of contracts and ability to communicate issues clearly.
- Ability to type 30 words per minute with accuracy.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.
- Must be able to ask questions, listen to, receive, and give verbal and written instructions and directions in a professional manner.
- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Excellent written and oral communication skills.
- Basic understanding of industry practices, processes, and standards is helpful.
- Proficiency in Microsoft Office.
- Demonstrated experience with accounting software is preferred.

Working Conditions:

In a typical 8-hour workday, employee will usually sit at least seven hours, stand at least a half hour and walk at least a half hour. Employee's job requires occasionally to bend/stoop and reach above shoulder. Employee's job frequently requires using hands for repetitive action such as simple grasping, manipulating, and keyboarding. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel may be required.

Acknowledgement:

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All

requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The Samuels Group, Inc. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.