

Administrative Assistant

Title: Administrative Assistant
Reports to: Director of Operations
Supports: Field Personal, Project Executives, Project Managers, Assistant Project Managers and Project Engineers

Summary

Assists Project Executives, Project Managers, Assistant Project Managers and Project Engineers in creating close out packages at the completion of the project. The timely creation of a complete and accurate close out package is essential to the success of the project. Other administrative tasks may be added as time permits.

Essential Duties and Responsibilities:

Primary Responsibility will be Job Closeout

- Coordinate and complete project close outs
- Follow up with vendors
- Organize information
- Scan and print documentation as necessary
- Keep organized status checklists for all jobs in close out

Additional Areas of Responsibility may Include:

Area 1 – Project Preparation and Set-Up

- Order and distribute plans.
- Issue project directories
- Assemble Job Binders
- Coordinate submittals distribution and delivery
- Set up drawing logs and any exhibits for contract attachments.
- Create individual letters of intent/subcontracts/requests for insurance as needed.

Area 2 – Project Maintenance and Close-Out

- Process and track subcontracts, purchase orders and change orders..
- Maintain submittal, RFI, change order, drawing and meeting logs.
- Coordinate and complete close-out of projects.

Area 3 – Blanket Agreements, Sub List and Surveys

- Issue Blanket Agreements to preferred Subcontractors.
- Process Subcontractor surveys and post-construction customer surveys.
- Issue and track current Subcontractor evaluation
- Maintain approved subcontractor list



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Knowledge, Skills and Abilities

- Must be organized self-starter, detail oriented, and able to manage multiple tasks simultaneously.
- Excellent computer skills; MS Word, and Excel skills preferred.
- Ability to maintain confidentiality, display good judgment, and exercise tact and diplomacy at all times.
- Ability to be flexible in job duties.
- Excellent verbal and written communication skills.

Experience and Education

Demonstrates administrative skills with two to five years of general office work experience preferred. Construction experience preferred.

Physical Demands

The employee must be able to utilize a computer to perform data entry, word processing, and spreadsheet operations. Employee must be able to communicate effectively with management, staff, and outside entities. The employee will be required to safely walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

While performing the duties of this job, the employee may be exposed to outside weather conditions at job sites, including wet and/or humid conditions, cold, and heat. For renovation work, hazardous material or conditions may be present in the existing building. The noise level at these sites may be unusually loud at times. Job sites are typically dusty.

Resumes: Interested candidates meeting the above requirements are encouraged to submit their detailed resume to Company's Human Resources Department at jobs@skylineconst.com . **No recruiters please.**