

Project Assistant – Silicon Valley & Operations

Title: Project Assistant
Reports to: Director of Operations
Supports: Project Executives, Project Managers & Assistant Project Managers

Summary

Assists Project Executives, Project Managers and Assistant Project Managers in coordinating the activities of a project to ensure cost, schedule, and quality standards are met. Exercises independent judgment related to day-to-day administration of projects.

Essential Duties and Responsibilities:

Area 1 – Office Administration

- Order Office Supplies
- Keep and Maintain General Office Files
- Order Kitchen and R/R Supplies
- Overnight Shipments, Transmit SF incoming/outgoing mail as needed.-Send/Receive Courier shipments
- Manage Office Vendors and Building Management Issues
- Order Business Cards
- Open, Disperse and Send Outgoing Mail
- Review and Approve General Office Invoices
- Maintain Petty Cash and Blank Checks Logs
- Manage Office Archives
- Manage Office Equipment (Plotter, Pitney Bowes, Shortel)
- Manage Employee In Boxes and New Employee SVO Set Up
- Project Executives Travel Arrangements
- Keep and Distribute Minutes for SV Weekly Office Meetings
- Assist with Project Filing, Documentation As Needed
- Receptionist Tasks As Needed
- May be able to assist with some SV accounting, if experience permits

Area 2– Project Preparation and Set-Up

- Assist in preparation of bids where necessary.
- Order and distribute plans.
- Process all new or potential Subcontractors.
- Set up new job profiles in system.
- Issue project directories and summaries.
- Coordinate submittals.
- Set up drawing logs and any exhibits for contract attachments.
- Create individual letters of intent/subcontracts/requests for insurance as needed.



SKYLINE

Construction

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San Francisco

Silicon Valley

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Area 3– Project Maintenance and Close-Out

- Process and track subcontracts, purchase orders and change orders.
- Assist and support trade contractors throughout the bidding and construction process.
- Track insurance, contracts, bid bond and performance bonds.
- Maintain submittal, RFI, change order, drawing and meeting logs.
- Coordinate and complete close-out of projects.

Area 4 – Blanket Agreements and Surveys

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

Area 5 – Operations Administration

- Support Director of Operations
- Assist in rolling out new processes and procedures for Operations
- Maintain Operations filing materials
- Assist with general office administrative practices to keep work flowing and provide employees with the tools and training they need to be successful
- Coordination with Field Superintendents for project administration related task

Knowledge, Skills and Abilities

- Must be organized self-starter, detail oriented, and able to manage multiple tasks simultaneously.
- Excellent computer skills; MS Word, PowerPoint 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

Demonstrated administrative/secretarial skills with two to five years of general office work 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.**