

## Project Assistant – SF & Operations

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

### **Summary**

Assists Project Executives, 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– 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.

#### **Area 2 – 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 3 – 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 4 – Operations Administration**

- Support Director of Operations, PM's and Superintendents
- 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

**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**

A four year Bachelor's degree or equivalent experience. Demonstrates 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](mailto:jobs@skylineconst.com) . **No recruiters please.**