



Job Description: Administrative Assistant, Construction

SUMMARY

This key position shall be responsible for providing administrative support to assigned members of the Construction group. Duties include document processing, recordkeeping, preparation and mailing of bid documents and shop drawings, information collection, reporting, and scheduling.

DUTIES AND RESPONSIBILITIES

- A. Proposal and Bid Process
 - 1. Assist with proposal preparation, submittals, RFI responses, and transmittals.
 - 2. Process shop drawings and construction drawings.
 - 3. Track submittals based on schedules established by preconstruction team.
 - 4. Assist with preparation and tracking of bid documents in Building Connect.
 - 5. Contact subcontractors to determine interest in bidding and assist subcontractors with obtaining bid documents, project drawings, and specifications.
 - 6. Maintain subcontractor relationships

- B. Contract and Document Maintenance
 - 1. Request, maintain, update, and track various subcontractor documents.
 - 2. Add selected subcontractors to distribution lists and into Procore.
 - 3. Assemble, and manage all Subcontract Agreements.
 - 4. Review and approve/reject insurance certificates from subcontractors.
 - 5. Write and issue change orders per the project manager's direction.

- C. Construction Process Administration
 - 1. Maintain updated drawing log in Project Management software, Procore.
 - 2. Enter contracts, purchase orders, work orders and change orders into construction accounting software, Yardi Voyager.
 - 3. Receive, distribute and track information relative to field bulletins, change orders, and closeout requests.
 - 4. Coordinate project close-outs to include collection and tracking of close-out materials and creation of manuals.
 - 5. Track and manage Lauth Construction's state and city licenses.

- D. Field Site Assistance (as applicable)
 - 1. Attend various project meetings; take and distribute meeting minutes, when requested by PM or superintendent.
 - 2. Order and maintain office supplies for site office/trailer.
 - 3. Plan site events.



4. Log and file safety paperwork. Confirm safety audits are completed and assist superintendent in posting audits in document management system.

E. General Administrative Support

1. Process correspondence, reports, and other routine construction and project management documents.
2. Organize and maintain records and databases.
3. Serve as back-up to other construction assistants. Make transportation and lodging arrangements for business travel, as needed, and prepare and process expense reports for Project Managers, as requested.
4. Assist with managing Project Managers' schedules and contact lists.
5. Arrange large group meetings and group events, both on and off-site.
6. Assist the front desk coordinator with coverage when needed.

QUALIFICATIONS

- High school diploma or equivalent
- Minimum of three years' administrative experience, preferably in construction
- Effective verbal and written communication skills, including a pleasant telephone manner, excellent punctuation and grammar usage, and accurate spelling
- Courteous and effective interpersonal skills for interaction with a diverse group of co-workers, clients, vendors, and visitors
- Strong numerical aptitude
- Proficiency in MS Word, Excel, and Outlook
- Excellent organization skills and ability to coordinate several activities simultaneously and under pressure
- Ability to lift and prepare for mailing construction plans weighing up to 25 lbs.