



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 consultant and vendor documents.
2. Add selected consultants and subcontractors into Procore.
3. Assemble, and manage all Owner Agreements.
4. Review and approve/reject insurance certificates from consultants.
5. Write and issue change orders per the Precon manager's direction.

C. Construction Process Administration

1. Maintain updated drawing log in Project Management software, Procore.
2. Track and manage Lauth Construction's municipal licenses, including city & State.
3. Update and monitor all templates and forms through ProCore.
4. Quality control on construction documents.
5. Demonstrate a working knowledge of department procedures, tasks, and company policies.

D. General Administrative Support

1. Process correspondence, reports, and other routine construction and project management documents.
2. Organize and maintain records and databases.
3. Quality control on construction documents.
4. Prepare and maintain project profiles for every project through ProCore.
5. Make transportation and lodging arrangements for business travel.
6. Assist with managing PreCon Managers' schedules and contact lists.
7. Arrange large group meetings and group events, both on and off-site.
8. Responsible for special projects as requested by management and other duties/ responsibilities as assigned.
9. Provide front desk phone coverage on a back-up basis as needed and directed.

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 ProCore, 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 documents weighing up to 25 lbs.