



## **Administrative Assistant – Construction**

**Lauth Group, Inc.**

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### **Position Summary**

The Administrative Assistant – Construction plays a vital role in supporting the Construction Team through effective coordination, document control, and communication. This position is responsible for managing administrative processes related to contracts, project records, scheduling, reporting, and field support. A successful candidate will be detail-oriented, organized, and proactive in streamlining workflows across projects.

### **Key Responsibilities**

#### **Contract and Document Administration**

- Request, track, and maintain subcontractor documentation.
- Prepare and manage Subcontract Agreements.
- Add subcontractors to Procore and appropriate distribution lists.
- Review and validate insurance certificates; approve or reject as needed.
- Draft and issue change orders based on project manager directives.

#### **Construction Process Coordination**

- Maintain up-to-date drawing logs within Procore.
- Input contracts, purchase/work/change orders in Procore.
- Manage project closeout documentation and electronic manual creation.
- Track and update state and municipal licenses for Lauth Construction.
- Enter and manage Prime (Owner) contracts and associated change orders.

#### **Field Site Support (as needed)**

- Order and replenish office supplies for field offices/trailers.
- Organize and support on-site events.
- File and maintain safety documentation.

#### **General Administrative Support**

- Maintain organized records and electronic databases.
- Schedule large team meetings and company events.
- Process and upload timesheets to Procore.
- Report Builders' Risk and maintain insurance logs.
- Manage fuel and Lowe's credit card programs.



- Maintain and distribute PPE inventory.
- Support special Procore projects (e.g., pay workflows, new implementations).
- Update and monitor bond spreadsheets.
- Upload aerial photography and construction site imagery.
- Schedule and coordinate first aid and safety training.

### **Qualifications**

- High school diploma or equivalent required.
- Minimum of 3 years administrative experience, preferably within the construction industry.
- Excellent verbal and written communication skills; professional phone etiquette.
- Strong interpersonal skills for collaborating with coworkers, clients, and vendors.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook); experience with Procore strongly preferred.
- Strong organizational and time management skills with ability to multitask in a fast-paced environment.
- Detail-oriented with strong numerical and data entry skills.