

CONSTRUCTION ADMINISTRATIVE ASSISTANT/PRO LOG ADMINISTRATOR

PRIMARY FUNCTION:

Provide support to Project Construction Team in all daily activities. Provide secretarial and administrative support to one or more managers or departments.

TYPICAL DUTIES:

1. Administer and track owner and subcontractor change orders, purchase orders and contracts through Pro-Log software. Work closely with Project Executive/Project Manager and Director of Cost Control in maintenance and control of costs.
2. Type variety of documents, some of which may be confidential. Maintain/set-up sophisticated filing systems, supervisor's personal files, etc.
3. Organize and schedule meetings per supervisor's request, reserve location, distribute agenda, and take meeting minutes.
4. Photocopy and scan documents as required.
5. Process in-coming mail; open, stamp, sort for priorities. Distribute and/or handle items not requiring supervisor's attention.
6. May compile and prepare various reports for supervisor's use (requires analysis and comparison of data).
7. Insure continuance of office routine in supervisor's absence. Writes reports, letters, memos, etc., for supervisor's signature.
8. Coordinate and process general administrative work (time sheets, vacation requests, supply requisitions, etc.) for supervisor's signature.
9. Assist in set-up and shut down of project offices. Organize topping out party.
10. Perform additional assignments per supervisor's direction.

SKILLS, KNOWLEDGE, QUALIFICATIONS, & EXPERIENCE:

Educational and experience requirements include: High school diploma, plus 1-2 years business or secretarial school, or equivalent combinations of training and experience. Minimum 3 years secretarial and administrative experience including business writing and research responsibilities. Working knowledge of business procedures, letter/report formats, general bookkeeping or arithmetic. Ability to type 65-70 WPM accurately. Computer literacy a must.

COMMENTS:

Position "runs" office in supervisor's absence; may handle day-to-day administrative work supervisor doesn't have time for. Requires ability to maintain confidentiality of work items at all times.

Resumes should be sent to: Darcy Kirchner

Email: dkirchner@facchina.com or

Fax: 305-779-3252