



## JOB DESCRIPTION

**Title:** Senior Project Administrator  
**Department:** Operations  
**Classification:** Non-Exempt  
**Reports to:** Assistant Project Manager or Project Manager or Senior Project Manager

### Job Summary

To provide administrative support on a daily basis to the project team and others as directed by management. Perform tasks necessary to keep the project running smoothly, such as record keeping, resource coordination and scheduling.

### Duties and Responsibilities

- Perform administrative functions and provides administrative support to the project team and/or executive group.
- Manage project site office, including answering phones, greeting guests, maintaining office supplies, maintaining office equipment, scheduling meetings, coordinating lunches, maintaining hard copy and workspace files.
- Maintain personal, office, and jobsite space (if applicable) in a neat and organized manner.
- Track subcontractor insurance documents, monthly billing, and other documents related to getting subcontractors paid. This includes updating status in Textura.
- Update and prepare the monthly progress report.
- Assist the Project Manager in preparing the monthly billing to the Owner.
- Assist the Project Manager in reviewing vendor invoices prior to the Project Manager sending approval for payment.
- Assist Superintendents with collecting subcontractor daily reports.
- Assist with closeout of project including, archiving files, coordinating furniture pick up, removal of office equipment, etc.
- Follow up with subcontractors regarding project paperwork as needed.
- Work with project team and manager(s) as directed to achieve departmental objectives.
- Sort, distribute and follow up with project mail and faxes; prepare outgoing packages and mail to meet daily deadlines.
- Assist in the preparation and distribution of project punch lists.
- Take minutes for Owner/Architect/Contractor meetings, prepare and distribute.
- Perform other duties as assigned.

### Knowledge, Skills and Abilities

- Proficiency in Microsoft Word, Outlook, Excel and Blue Beam.
- Must possess the ability to work in a deadline driven environment.
- Ability to work in a fast paced environment.
- Exceptional written and oral communication.
- Strong attention to detail and organization skills.
- Proactive, self-motivated with excellent interpersonal skills.
- Ability to work independently, or as a team member, while maintaining focus and productivity.

### Preferred Education and Experience

- Over 5 years of construction industry experience.

### Acknowledgement

I have read, understand and agree to the above job description. I understand that this job description can be revised at any time at the sole discretion of my Manager and that additional duties may be assigned.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_