

Well established General Contractor seeks Project Administrator.

Commercial Construction Project Administrator/ Project Coordinator

Responsibilities include:

all documentation filing and tracking of RFI's, ASI's, COR's, CO's and other project related documents using Expedition

taking meeting minutes

answering phones

data input using Computer Ease program

processing and tacking submittals

corresponding with subcontractors, architects and owners

additional responsibilities

Candidate Requirements:

must have a minimum of five (5) years experience in the commercial construction industry

must be proficient in CE, Outlook, and Expedition or similar programs

must be good at time-management

must be capable of maintaining multiple projects at one time

must be cordial and maintain good hygiene and a professional appearance

must have transportation

The position is open immediately and salary and benefits will be discussed in person or over the phone. Please email your resume to resumesfromagcjobbank@gmail.com
