

**POSITION:** Project Administrator

**REPORTS TO:** Management

**GENERAL JOB DESCRIPTION:**

The Project Administrator is responsible for assisting senior office staff with a variety of requests.

**PHYSICAL REQUIREMENTS:**

- 40 hour work week, 8 hours per day
- 6-8 hours per day sitting at a desk
- 6-8 hours per day using a computer
- Daily travel running errands

**QUALIFICATIONS:**

- Current driver's license
- 5+ years experience in an office environment preferred

**REQUIRED SKILLS:**

- High proficiency with general computer use, Adobe, and Microsoft Office programs to include Excel, Word, and Powerpoint.
- Ability to utilize ISqFt, Sage, and Procore computer software
- Ability to clearly and comfortably communicate with all internal and external contacts of the company, in both written and verbal communications in a pleasant and professional manner
- Excellent telephone skills for heavy phone call volume
- Ability to interact diplomatically with management and staff
- Ability to multi-task and prioritize to meet tight deadlines
- Energetic with strong organizational and time management skills
- Strong attention to detail and ability to proofread own work
- Capable of thriving in a fast paced, team oriented environment
- Ability to roll out workplace initiatives as well as administrate daily affairs
- Self starter who can work with minimal supervision and is flexible with changing priorities

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Provides administrative support to multiple project managers in preparing various project related documents
- Responsible for heavy document production: creating files, transmittal letters, various contract documents, proofreading documents, processing incoming and outgoing mail, copying, updating reports and databases
- Ensures that project contracts and bids are complete and filed on time
- Maintains office/function filing system
- Prepares presentation materials for executive and other company meetings
- Common job requirements include answering phones, taking messages, organize meetings, arrange travel, running errands and manage records
- Handles personal contacts, including extensive contact with key business partners and investors; ensuring all contacts and communication are handled with finesse, diplomacy, and a high level of professionalism
- Performs traditional office duties include filing, copying, scanning, ordering supplies
- Other special projects as deemed necessary