

PROJECT ADMINISTRATOR

The **Project Administrator** is responsible for providing administrative support to the Project Management Team and other Operations members.

Major Duties and Responsibilities:

- Project start-up: Create & Submit Request for Subcontractor Approval forms (RSA's). These include BC260a's for IDOT and A-15's for the Illinois Tollway
- Collect & distribute Letter of Intent documents such as; insurance certificates and other owner required documents
- Handle all aspects of field office set-up and coordination for PCI teams and engineers on each project including scouting for office space, obtaining furniture, coordinating move-in/move-out ordering office supplies, setting/transferring/cancelling utilities, and coordinating repairs and maintenance
- Receive and process all PCI and subcontractor correspondence, RFI's, material certifications, evidence of inspection, reports and submittals for each project including uploading to online PM systems stipulated by project owners and saving files to the Plote network. Distribute owner responses within PCI and out to subs/supplies
- Handle coordination of project plans and drawings, including printing copies as needed; keeping the master plan and spec set up to date in the field office as well as on the Plote share site; emailing updates to updates to subcontractors and Plote employees as they become available
- Review insurance compliance reports for non-submitted certs and requesting insurance certificates from subs that have not complied
- Manage and process field office supplies
- Support the Receptionist at the Main Office by providing backup on phones during lunch hour and mail during vacations

Required Skill/Knowledge:

- Minimum of 5 years' experience in a construction administrative position
- Detailed, organized, accurate
- Strong verbal and written communication skills
- Demonstrated ability to multi-task across several projects
- Proficient in Microsoft Office - Outlook, Excel, Word
- Proven organization, time management, solution oriented problem solving skills
- Ability to maintain a level of professionalism and confidentiality among staff and clientele