

Job Title: Office Administrator
Location: Newtown, PA



PRIMARY FUNCTION:

To provide support to the project managers and project accountants assisting with contracts, purchase orders, invoices, closeout documents and project files. The project administrator also works closely with the subcontractors and other outside vendors.

RESPONSIBILITIES:

- Create and send out all subcontracts and purchase orders.
- Create and maintain project document tracking log to track all subcontracts, purchase orders, W-9's and insurance certificates.
- Edit, proof, distribute, track, log and file Letters of Intent, Subcontract Agreements, Purchase Orders, Change Orders, and Owner Change Orders and other project documents.
- Enter all subcontractor invoices for use when preparing monthly Owner Invoice
- Enter all Vendor/Utility/General Condition Invoices and send to accounting
- Assist the Project Manager with monthly Owner Invoices as needed
- Compose, edit, log, and distribute letters, reports, and other correspondence.
- Communicate with subcontractors to facilitate contract execution and payment process
- Set up project files and maintain filing of all documents for the project
- Assist the Project Manager in gathering closeout documents from Subcontractors

SKILLS & ABILITIES:

- Proficient in Microsoft Office (Word, Excel, Outlook)
- Previous experience in the construction industry
- Ability to follow through on work assignments with minimal supervision
- Strong written and verbal skills
- Organized, courteous and efficient
- Ability to work independently as well as part of a team
- Prior experience with or the ability to learn project management software (PCMX, Bluebeam, etc.)