

**Job Title: Project Administrator**

Rodriguez Construction Group is looking for experienced Project Administrators to help us keep growing. This position will give you the chance to work on some of our firm's top construction projects. The role of a project administrator is to oversee all aspects of document control, office administration duties and provide assistance to the project management teams. To succeed in this role, the candidate must be extremely organized, self-motivated, ambitious, possess strong time management skills, have attention to detail, and meet critical deadlines. We are looking for a self-starter who has the ability to work independently as well as a member of project teams. If you're a hard-working professional, Rodriguez Construction Group is an ideal place to grow your career.

Job Responsibilities

As a Construction Project Administrator with Rodriguez Construction Group, you will be responsible for performing administration functions on commercial construction projects. Provide all Labor to perform administrative assistant duties. The administrative assistant provides administrative support to one or more project manager(s) in the office, while maintaining customer satisfaction through quality, service, and value. The ideal candidate must be self-motivated and have strong data entry skills with proven accuracy.

The following responsibilities are intended to describe the general nature and scope of work being performed by this position:

- Provide administrative support to members of the Construction Management team
- Participate in continuous improvement of processes
- Develop and Maintain Excel spreadsheets
- Prepare construction applications for payment each month
- Log and process contractors' application for payment in ProjectSight
- Log, process and distribute all submittals
- Maintain project files
- Prepare and distribute monthly project reports
- Prepare and distribute all change related issues (i.e., Cos, RFIs, CORs)
- Type, log and track the distribution of all contracts and purchase orders created for the projects and ensure all executed documents are returned before work starts on each project
- Ensure continuance of office functions in supervisors' absence.

Job Qualifications/Skills

- Good communication skills (verbal and written)
- Construction industry and accounting experience is helpful
- Microsoft Office (Word, Excel, Outlook) experience required. Intermediate Excel skills preferred
- Experience with Procore is preferred
- Ability to work under time pressure and adapt to changing requirements with a positive attitude
- Ability to work under pressure, meet deadlines, and be able to work in a fast-paced environment
- Ability to communicate effectively with both internally and externally
- Ability to handle a diverse scope of work with varying levels of complexity
- Working knowledge of standard business procedures
- Ability to work effectively with minimal supervision and possess good organizational skills.

Education and Experience Requirements

- High school diploma or general education degree (GED) required
- Minimum 2-year college degree with relevant work experience

Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift and move up to 30 pounds regularly
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly in the English language

Contact

Please send a copy of your Resume/Portfolio to: Bianca Rodriguez | BR@Rodriguez-cg.com