



Job Title: Project Administrator & Coordinator

Rodriguez Construction Group is seeking an experienced Project Administrator & Coordinator to help us continue growing. The ideal candidate will have at least 2 years of experience in office administration, preferably in the construction industry (although not required). This role supports project managers, superintendents, and the overall project team to ensure seamless coordination, accurate documentation, and successful project execution. This position will give you the chance to work on some of our firm's top construction projects.

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 administrative functions on commercial construction projects. The ideal candidate must be self-motivated and possess strong data entry skills with a proven ability to maintain accuracy. The following responsibilities are intended to describe the general nature and scope of work being performed by this position:

Project Documentation & Administration

- Assist project managers in maintaining and completing all project documentation, including pay applications, invoices, lien waivers, forms, utilization documents, permits, draft contracts, and insurance reviews.
- Organize project closeout documents for final submission.

Daily Reporting & Field Coordination

- Review and track daily project reports and logs, ensuring accuracy and completeness.
- Confirm receipt and accuracy of scheduling documents, staffing plans, and TWLAs.
- Support superintendents with daily preparation, manpower coordination, and field-related administrative tasks.
- Conduct site visits and phone follow-ups to ensure progress and provide internal corrective reports.
- Participate in punch list walkthroughs and follow-ups.

Project Budgeting & Scheduling

- Review project quotes for accuracy, budget alignment, and compliance with drawings and specifications.
- Assist with development and periodic updates of project schedules using Primavera P6 or equivalent software.
- Support project teams in understanding project requirements and budget expectations.

Contracting & Procurement

- Draft LOIs, POs, and other contract-related documents.
- Ensure contract contacts and administrative information are accurate and complete for contract creation.
- Review project documents to create scopes of work and enumerations.
- Track purchase orders, AIA documents, and contract workflows using Smartsheet.

Procore Support

- Assist with Procore workflows including posting documents, managing submittals, tracking subcontractor processes, RFIs, budgeting, and generating PCOs/CCOs for final CO execution.
- Request O&M manuals and warranties and create close-out binder packages.

General Responsibilities

- Maintain organized project files and documentation for all assigned projects.
- Manage workload across multiple projects, prioritizing tasks effectively to meet deadlines.

Required Skills & Qualifications

- **Minimum 2 years of office administration experience (construction experience preferred).**
- **Highly organized, detail-oriented, and reliable.**
- **Friendly, approachable, and proactive communicator (in-person and by phone).**
- **Proficient in Microsoft Office (Word & Excel).**
- **Experience with Procore and/or Smartsheet is a plus.**
- **Ability to perform in a fast-paced, high-pressure environment.**
- **Willingness to occasionally work beyond standard hours to meet project needs.**

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