



CONSTRUCTION INDUSTRIES

400 LINCOLN AVENUE

WARWICK, RHODE ISLAND

02888

(401) 739-8300

POSITION: PROJECT ADMINISTRATOR

POSITION TYPE: Full-time

SALARY: \$30 - \$35/hour

BENEFITS:

- Full-coverage medical insurance
- 401K program with up to 3% employer match
- Life Insurance
- PTO
- Tuition Reimbursement

JOB DESCRIPTION:

We are currently seeking a Project Administrator who will work based out of a satellite field office in Taunton, MA. This is a 32 hour per week full-time position with the possibility of extending to 40 hours per week, based on the company's needs. The Project Administrator works directly for the construction Project Manager assisting in office functions including:

- Electronic record keeping including field accounting, EEO compliance and construction specific production records.
- Production of documentation required for payments to vendors and subcontractors.
- Assist the Project Manager with project billings including assembling and developing time and material billing documents.
- Effectively communicate with all field and office personnel as well as outside vendors and subcontractors.
- May provide administrative support for multiple projects as directed by management.

REQUIREMENTS:

- Similar role with a construction company preferred. Prior experience with basic company accounting functions and record keeping required.
- Strong computer skills including Microsoft Excel.
- Prior experience with Spectrum, Viewpoint or other business accounting software and/or HCSS HeavyJob construction management software is a plus.
- Solid analytical and organizational skills and attention to detail.
- Excellent communication and interpersonal skills are necessary.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

CONCRETE - ASPHALT - HEAVY
CONSTRUCTION