

## Construction Administrative Assistant

As a Construction Administrative Assistant, you will provide administrative support to the construction management team. You will help track construction schedules, invoices, job costs and construction documents.

### Primary Duties and Responsibilities.

- Prepare reports, communications, and meeting minutes.
- Utilizes construction management software and/or tracking systems to keep project information current and accessible to a variety of users.
- Prepare and manage construction contracts.
- Manage subcontractor RFI inquiries and preparing responses.
- Prepare permits and applications.
- Receive, organize, distribute, and file all documents for new and ongoing projects and properties.
- Update database files and pipeline of community opportunities.
- Maintain a directory and inventory of community support materials. Including, but not limited to, community plans, photography, print materials, collateral and web pages; ensuring all resources are current and accurate; coordinate the creation of new materials as needed.
- Assist with vendor approval and setup for payment – insurance, tax info, etc.
- Track, review and code invoices, and submit for approval and payment.
- Handle special projects and other administrative duties as assigned.

### Education, Skills and Qualifications

- High school diploma or equivalent required; college degree preferred.
- Experience in administrative support preferred.
- Excellent execution skills, highly focused task completion, follow-up, communication (written and verbal) and time management skills.
- Requires resourcefulness, strong organization skills, and flexibility with hybrid work location/schedule.
- Positive outlook, desire to support and interact with others daily in an exciting, challenging, and ever-changing work environment.
- Ability to meet deadlines while maintaining a professional attitude; great team-player and ability to accept feedback.
- Must exercise initiative and achieve objectives with minimal supervision.
- Must be detail-oriented and a problem-solver able to deal with complex situations.
- Strong computer skills required, proficiency in full Microsoft Office suite, especially Excel and PowerPoint. Experience in Adobe Acrobat, Microsoft Project, Visio, Sharepoint and Access preferred.

### Physical Requirements

- This is primarily a sedentary office position that requires the ability to bend, stoop, reach, lift, move and carry office materials and supplies weighing 25 pounds or less.
- Finger dexterity required to operate a computer keyboard and calculator.

### Type

Regular Full-Time