



## **PROJECT ADMINISTRATOR**

### **DESCRIPTION**

This position is responsible for supporting the Team Lead and Project Team by providing support for all projects, office operations, procedures and resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist the Project Manager in all phases and aspects of a project
- Support Estimating and Operations; manage bid portal and search for proposal details
- Assist with organization and coordination of entire project team and project activities
- Perform clerical support such as printing, filing, ordering office supplies, sorting and distributing mail, shipping and receiving
- Generate purchase orders and track deliveries
- Create and maintain project documentations, plans and reports as needed
- Other duties as assigned

### **JOB REQUIREMENTS**

- High School Diploma / GED or equivalent
- 1-2 years administrative experience
- Proficient with MS office, specifically Excel
- Experience with contracts preferred.
- Experience with printing, shipping and receiving large, time sensitive documents
- Excellent oral and written communication skills
- Effective interpersonal skills
- Ability to multitask
- Strong attention to detail
- Strong number proficiency
- Ability to prioritize tasks and meet deadlines
- Ability to maintain confidential information

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