CORSENTINO CONSTRUCTION, INC.
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Construction Project Administrator

Classification: Nonexempt

Reports to: Project Manager/ Estimator

Date: July 31, 2024

JOB DESCRIPTION

Summary/Objective

The Project Administrator is responsible for providing administrative support to ensure efficient operation of the project. The role involves coordinating project activities, managing documentation, and communicating with stakeholders to ensure project objectives are met.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Project Manager and team members with administrative tasks.
- Maintain and organize project files, documents, and records.
- Prepare and distribute project- related documents, reports, and presentations.
- Schedule and organize project meetings, including setting agendas, taking minutes, and following up on action items.
- Coordinate with internal and external stakeholders to ensure timely communication and information flow.
- Monitor project progress and update project plans, schedules, and budgets as required.
- Prepare and maintain project documentation, including project plans, risk logs, and status reports.
- Serve as point of contact for project inquiries and provide information as needed.
- Communicate project status, issues, and changes to stakeholders in a timely manner
- Assist in the management of project resources, including personnel, equipment, and materials.
- Track and manage project expenditures and assist in budget monitoring.
- Ensure that project activities comply with company policies, procedures, and standards.
- Support quality assurance processes to ensure deliverables meet quality standards.

- Take offs
- Submittal packages
- Look for projects to bid and keep on schedule
- Review contracts for accuracy compared to awarded bid.
- Set up schedule of values and verify work done for billing cycle
- Send out for vender bids
- Review CO's
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Competencies

1. Problem Solving/Analysis.
2. Communication Proficiency.
3. Project Management
4. Computer
5. Diversity and Inclusion
6. Results Driven
7. Stress Management/Composure
8. Teamwork Orientation
9. Ethical Conduct

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position operates in a professional office environment, uses standard office equipment such as computers, adding machine, multi-line phones, photocopiers, fax machines and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinet drawers and bend or stand as necessary.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must also occasionally lift and move up to 50 pounds. Specific vision abilities including close vision and color vision.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week.

Travel

Some travel may be required.

Requirements and Experience

- Ability to read drawings, plans and blueprints.
- Proven organizational and leadership skills.
- Aptitude in math.
- Problem-solving abilities.
- Strong communication skills; thorough and attentive to details; able to prioritize and multitask; proactive and deadline-oriented.
- Very good knowledge of English (spoken and written)
- Knowledge and understanding of safety guidelines.
- Attend meetings and trainings as required by management.

Additional Eligibility/Requirements

Must possess and maintain a valid Colorado driver's license.

AAP/EEO Statement

Corsentino Construction is an Equal Opportunity Employer. It is our policy to recruit, hire, promote, assign, discharge and provide any terms and conditions of employment without regard to race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, veteran status or any other protected characteristics. We treat all employees in a nondiscriminatory manner with respect to compensation, advancement, opportunity and other matters. All employment decisions are based on merit, qualifications and competence.

Other Duties

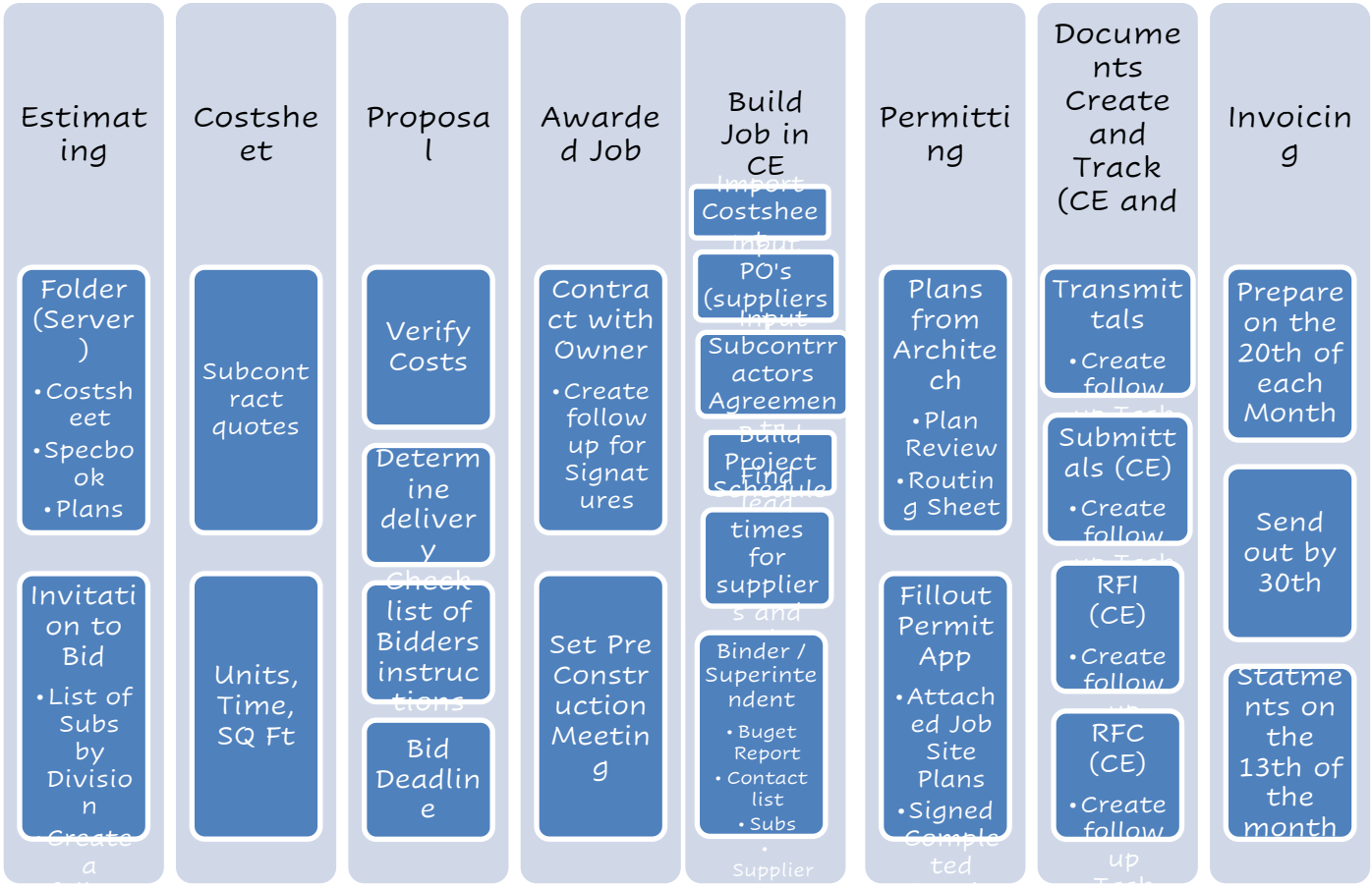
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by management:

Owner_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Project Administrator