

Job Description: Operations Administrator

Revision Date: 2019.05

Reporting Structure: Direct to Corporate Administrative Supervisor

Department: Corporate

Direct Reports: No

POSITION PURPOSE

The Operations Administrator coordinates project activities. This role is responsible for assisting the Operations Team with contracts and other administrative tasks.

DUTIES, TASKS AND RESPONSIBILITIES

Administrative

- Work closely with project managers at the corporate office and state branches in varying degrees regarding project management.
- Maintain compliance and tracking of subcontractor bonds and COI requirements.
- Request and maintain all owner bonds and COIs for projects.
- Create, issue and track subcontracts, change orders, purchase orders, professional service agreements, teaming agreements, design build contracts, owner contracts, owner amendments, other misc. documents.
- Provide contract administration oversight on all subcontracts and owners contracts company- wide
- Effective communication with subcontractors, vendors, owners and other stakeholders.
- Enter all subcontracts and change orders within the Sage Timberline accounting system.
- Communicate, collaborate and provide admin support across several business functions to ensure project success.
- Update and request misc. permits and licensing.
- Assist in developing, implementing and monitoring the internal operations process.
- Assist General Counsel regarding compliance, risk issues, and informal dispute resolutions.
- Work closely with General Counsel to develop and implement company policies and procedures.
- Onboarding and training of newly hired project managers
- Provide direction and support for project administrators

BEHAVIORAL COMPETENCIES

Core Competencies

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one's actions and decisions.

Position-specific Competencies

- **Focus** -- Extremely task-oriented with high standards of quality and accuracy.
- **Decision-Making** -- Adhering to established guidelines and procedures and requires a high degree of information gathering before making decision.



Performance Services

- **Delegation and Leadership Style** -- Strong follow-through on delegated tasks and assignments. Leads by example and is the technical expert in the area.
- **Communication** – Collaborates in a verbal and written manner that is professional. Communicates in a way that is analytical and detail oriented.
- **Goal Oriented** – Drives to meet goals in a motivated and self-directed way; works hard with limited supervision. Acts in an eager way to learn and accept challenges. Performs assigned tasks and completes work on schedule.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI's main business office.
- Long hours may be required as workload dictates.

MINIMUM QUALIFICATIONS

Education/Experience

- Bachelor's Degree or some college courses in accounting or business preferred.
- Strong working knowledge of computer programs (Microsoft Word, Excel, and Outlook).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.