



Job Description: Project Administrator

Revision Date: 2020.03

Reporting Structure: Direct to Corporate Administrative Supervisor

Department: Operations

Direct Reports: No

POSITION PURPOSE

Responsible to support the Operations team's day-to-day administrative functions.

DUTIES, TASKS AND RESPONSIBILITIES

Communication & Collaboration

- Effectively collaborate with Operations Managers and Project Managers regarding contract documents, change orders, contract modifications and approvals.
- Communicate with accounting to ensure all subcontract documents are fully executed prior to payment.
- Communicate and collaborate with subcontractors during pre-construction, construction and job close-out phases of project.
- Collaborate with in-house counsel regarding contract documents, if needed.

Documents & Applications

- Compile and issue subcontracts and change orders.
- File and maintain fully executed contract documents.
- Vetting of subcontractor pre-qualifications in reference to W9 status and insurance coverage limits
- Ensure Project Managers have the latest versions of subcontract documents prior to the PM creating pre-bid packages.
- Commit fully approved subcontract and vendor related cost in Timberline Construction Accounting Software.

Project Assistance

- Review and track construction subcontracts, work orders and purchase orders for multiple projects.
- Assist in the development and enhancement of project reporting.
- Assist with special projects as requested.
- Support subcontractors with documents process for the length of projects.

General Office Duties

- Coverage of front office duties on a rotating schedule up to and including front desk coverage, main line telephone answering. Longer periods of coverage could include mail distribution, conference room and lunch scheduling, etc.

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

- **Pace and Variety of Activities** -- Steady, even pace to promote accuracy and quality of work. Repetitive routines.
- **Focus** -- Technical/analytical focus.
- **Decision-Making** -- Decision-making within clearly defined job scope.
- **Communication** -- Communicates in a written and verbal manner in a supportive and helpful way that is focused on job knowledge and expertise.
- **Collaboration** - Works well with others (especially Admin. team), including during deadline situations. Also able to respond to changes in priorities.
- **Attention to Detail** – Works with strong attention to detail in order to produce high quality, detailed work, based on established standards, guidelines, and procedures.
- **Consistency** – Provides quality work at a precise and consistent manner while working independently with small amounts of supervision.
- **Commitment** – Focuses on providing a high volume of work that meets deadlines and expectations.
- **Time Management** - Ability to prioritize job responsibilities.

WORKING CONDITIONS

- Office functions will be performed at PSI's main business office.
- Some overnight travel may be required.

MINIMUM QUALIFICATIONS

Education/Experience

- Bachelor's Degree with accounting or business classes preferred.
- Prefer 5 years of knowledge and experience with construction accounting practices.
- Experience or knowledge with lien waiver and insurance requirements, subcontractor insurance verification, and W-9 requirements.
- Experience with spreadsheets required.
- Experience with PDF programs required.
- Experience or knowledge with standard contract terms and conditions
- Experience or knowledge of project structure in a construction environment.
- Experience with Timberline Software or other accounting platforms is a plus.
- Experience with ProCore Construction Management software is a plus but not necessary. However, ProCore certification will be required at some point.

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.

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All qualified applicants are encouraged to apply.*