



PROJECT ADMINISTRATOR

Responsibilities:

- Performs administrative functions and provides administrative support to project team and/or executive group in field or office as designated by management.
- Type, fax, copy, transcribe and distribute project documents and correspondence such as the subcontract base, subcontracts, purchase orders and various letters, and create and maintain paper and electronic project files according to Messam guidelines.
- Maintain and track project information in Expedition as required.
- Follow up with subcontractors regarding project paperwork as needed.
- Assist project team with closeout coordination and preparation of O & M Manuals.
- Work with project team and manager(s) as directed to achieve departmental objectives.
- Sort, distribute and follow up with project mail and faxes; prepare outgoing packages and mail to meet daily deadlines.
- Order supplies for project team/office.
- Maintain personal, office, and jobsite space (if applicable) in a neat and organized manner.
- Set up project binders and order project drawings from local printing resources.
- Assist in the preparation and distribution of project punchlists.
- Archive all project documentation according to Messam guidelines.
- Participate in project and/or team meetings as needed.
- Assist with daily planning of managers' schedules, meetings, and possibly travel (through corporate agency), if assigned.
- Reception duties for office, if assigned
- Assist in the implementation of new procedures as designated by Company.
- Perform other duties as assigned.

Qualifications:

- Proficient in basic administrative functions and skilled in the use of office equipment and computer software including Microsoft Word, Excel and Outlook.
- Ability to manage and prioritize tasks/projects with little supervision.
- Excellent written and verbal communication skills.
- 4-year college degree or equivalent work experience desired.
- Construction background preferred, but not necessary.
- Professional appearance and manner.
- Typing speed minimum of 45-50 wpm.
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Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand; walk; and reach with arms and/or hands. Specific



vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. The employee will spend their time in an office environment with a quiet to moderate noise level.

Necessary Attributes:

- Positive attitude
- Ability to work independently and as part of a team
- Respect for confidential information; good judgment
- Flexible, detail-oriented
- Ability to work in a fast-paced environment and prioritize effectively
- Dedicated and hard-working
- Takes initiative within area of responsibility

Messam Construction is an Equal Opportunity & Affirmative Action Employer.