

Administrative Assistant

Job Summary:

The Administrative Assistant will support the Process Implementation Manager with daily administrative tasks.

Duties/Responsibilities:

- Initiate project log set up for all projects moving into construction
- Coordinate construction administration correspondence and complete daily data entry to maintain tracking logs
- File/organize internal documentation for construction administration procedures
- Provide support and/or logistics for Construction Administration kickoff meetings such as scheduling meeting spaces, preparing meeting agendas, taking detailed minutes
- Draft new and update/edit existing project contracts
- Perform other administrative/clerical duties and tasks as assigned by management

Required Skills/Abilities:

- Detail Oriented
- Team Player
- Highly organized and motivated
- Good verbal and written communication skills.
- Ability to prioritize and multitask

Education and Experience:

- Associates and/or Bachelor's degree in business administration or equivalent preferred
- Proficient in Microsoft Office Suite or related software, strong Microsoft Excel skills.
- Experience in Construction Management Software, such as Procore, is a plus
- Recent college grads welcome