



## Job Description for Administrative Coordinator

Department: Design/Build  
Reports To: Vice President of Design/Build Operations  
FLSA Status: Non Exempt  
Supervises: N/A  
Approved By: Justin Hartung  
Approved Date: February 1, 2018

### Summary of Responsibilities

The Administrative Coordinator handles all correspondence for the Design/Build team and assists with budgets, invoicing, subcontracts, filing and client satisfaction.

### Essential Job Functions

- Assists with sales proposals and presentations.
- Assists with the preparation of contract documents (construction contracts, leases, DBIA documents, etc.).
- Assists team members with researching and updating the Design/Build operating budget as required.
- Assists in bid process.
- Jobsite set up (phones, etc.)
- Produces monthly invoices, collect associated documents, and maintain associated records.
- Manages monthly subcontractor waiver process
- Assists with Accounts Receivable collection.
- Prepares job correspondence, meeting minutes and other documents.
- Supervises the maintenance and organization of project files and documentation including Timberline project information.
- Supervises the preparation and distribution of Owner's Manuals for projects.
- Assists with job kick-off, job closeout and other meetings.
- Communicates new project information to Marketing.
- Coordinates Notice of Commencements and Notice of Furnishing.
- Tracks workers compensation and insurance certificates.
- Coordinates closing administration.
- Screen phone calls.
- Track job costs.
- Assists in management of job record storage.

- Enters owner contract change orders in Spectrum.
- Assists in entering budget estimates and changes into Spectrum.
- Verify the sub/supplier invoices are accurate and processed properly.
- Enter sub/vendor information in the work order form for change orders, subcontracts, and purchase orders as prepared by PM.
- Attends meetings with project team.

*Employees may be asked to perform other tasks not listed in the essential job functions.*

## **Position Requirements**

- Knowledge of Spectrum a plus
- Working knowledge of Power Point
- Ability to type at least sixty (60) words per minute using Microsoft Word and Windows XP
- Ability to work for multiple managers
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to perform basic mathematical calculations in 10 key and in Excel - some Algebra required
- Ability to produce and edit spreadsheets using Microsoft Excel
- Familiarity and experience with general office equipment

## **Qualifications and Experience**

- Minimum of a high school diploma or GED required
- 2+ years of administrative experience in the construction field preferred

## **Physical Demands**

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift is 35 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone.

## **Environmental Requirements**

Average inside office environment. Average office noise levels. No personal protective equipment is required. Ambient temperature is between 68F and 76F.