

TITLE: Project Administrator

REPORTS TO: Accounting Manager

JOB DESCRIPTION:

Building Infrastructure Group, Inc. is seeking an energetic and friendly individual to join our team as a full-time Project Administrator. To be successful in this role the candidate must be dependable, timely, and possess excellent communication skills.

RESPONSIBILITIES:

- Attend internal project coordination meetings to ascertain project administration requirements.
- Answer incoming phone calls and direct them as necessary.
- Assist Project Teams with take-offs, estimates and proposals, developing Labor Data Sheets and tracking, and the development and monitoring of a project schedule
- Entering projects into accounting system
- Monitoring project costs to see if a billing should be done
- Purchase order creation, ordering of equipment, and tracking inventory of materials
- Receiving signed proposal/purchase orders from PM
- Maintain and update filing, inventory, mailing, and database systems
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- Create and gather documents for projects as needed
- Compile, copy, sort, and file records of office activities, job jackets and folders, business transactions, and other activities
- Create and update panel schedules, run sheets, panel labels, faceplate labels, patching sheets, and other documentation as needed
- Requesting COI from Insurance Associates and sending to customer and/or property manager
- Filing out any required vendor documentation for customer
- Submit all necessary warranty paperwork and test results to manufactures to receive warranty.
- Inventory tracking of staged materials
- Assist with clerical duties to include copying, faxing, and filing
- Perform ad-hoc administrative duties as needed
- Mailing out thank you notes for completed jobs

JOB REQUIREMENTS

- Must have knowledge and experience with the Microsoft Office Suite with a particular knowledge of Excel
- Excellent writing and communications skills
- Must be reliable in time and attendance
- Must be willing to learn and have a team mindset
- Must be able to work with others of all skill levels and various personalities and be a valued team member in a fast-paced deadline driven environment

Send your resume to resume@biggp.com. We are looking forward to hearing from you!