Position:	Administrative Assistant - Construction	Job Code:	43-6014 (ADMIN)
Function**:**	Construction	FLSA Status:	Non-Exempt
Reports To:	President/ Vice President of Construction	EEO Class:	Administrative Support Workers

Position Summary

The Administrative Assistant's primary responsibility is to function as a support role for the Construction Division and its project management teams operating in the office and on project construction sites. Responsibilities associated with this position include but are not limited to screening and responding to telephone calls, processing invoices, maintaining financial and confidential records, special projects, and performing other various clerical duties.

Essential Functions/Responsibilities

- Provides administrative support to the Construction Project Manager(s) in his/her business or field office, including scheduling appointments, meetings and travel arrangements.
- Establishes and maintains vendor relationships enabling the Company to maximize best pricing on services through research and negotiation.
- Responsible for purchasing office supplies and maintaining office equipment; maintains records for all PO's.
- Processes invoices, payroll, purchase orders, expense reports and maintains organized records.
- Manages petty cash.
- Prepares materials for meetings and ensures they are organized and distributed.
- Compiles and distributes weekly/monthly reports.
- Provides clerical assistance, which may include typing, copying, filing, recordkeeping, and distributing departmental mail.
- Coordinates various activities and events for his/her office.
- Screens and responds to telephone calls and greets visitors.
- Works on special projects and ensures all processes are completed timely.
- Assists Project Managers in maintaining accurate Requests for Information (RFI's), Architects Supplement Instructions (ASI's) and submittal logs.
- Assists in establishing schedules for subcontractors.
- Ordering of blueprints and tracking deliveries to Subcontractors.
- Reviews general contracts for pertinent information and coordination with accounts payable.
- Reviews and types all subcontracts including all attachments and schedule of values.
- Assist with procurement of permits.
- Maintains subcontractor insurance log.
- Assists with coordinating communication between local office and other MCRT local and national offices.
- Fields complaints, issues and concerns from the public, clients, vendors, associates, etc.
- Participates in Company-provided training such as safety, non-discrimination, information systems and harassment prevention.
- Complies with all Company National Standards, applicable health and safety rules and regulations, as well as applicable local, state, and federal laws.
- All other duties as assigned.

Education and/or Experience

- High school diploma or GED required.
- Associates degree or secretarial certification is preferred for this position.
- Previous work in a real estate or construction office is a plus.
- Minimum of one to two years office administration or other relevant experience is required.
- Notary public is a plus.

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Skills/Specialized Knowledge

- Proficiency and experience in working with Microsoft business software including Outlook, Word, Excel and PowerPoint
- Experience with Procore, Textura and Yardi software a plus.
- Ability to use general office equipment, such as telephone, fax machine, printer, scanner, copier and projectors,
- Excellent customer service and interpersonal skills; ability to relate to others.
- Professional verbal and written communication skills.
- Strong organizational and time-management skills.
- Ability to perform basic mathematical and accounting functions.
- Ability to communicate well in English both written and verbally.

License Requirements

- Valid State Issued Driver License

Other Requirements

- Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected

Physical Demands

- Ability to maneuver in and around a construction site including climbing ladders and temporary stairs
- Ability to work in an environment which at times will be dusty and noisy
- Ability to lift items of different sizes and configurations weighing up to 50 pounds

Mental Functions

- Ability to multi-task
- Ability to work in a fast paced environment
- Ability to address and work on unanticipated challenges or changes in the work in progress

Work Environment

- Varies and included working in an office setting and on an active construction site within a temporary construction office or trailer

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The intent of this job description is to provide a representative summary of the major duties and responsibilities to be performed. It should be noted, therefore, that associates may be requested to perform job related tasks other than those specifically presented in this description.

I acknowledge that I have received a copy of my job description.

_____
Associate Name (Printed)

_____   _____
Associate Signature   Date