



Changing The Way People Live

TITLE: Construction Administrator
REPORTS TO: Vice President, Construction
JOB STATUS: Full Time, Hourly
LOCATION: Rochester, NY

POSITION SUMMARY

The Construction Administrator is responsible for the oversight and administration of contracts for multi-homes construction. This position ensures quality processing of all subcontractors' insurance, sub qualifications, subcontracts and bonding requirements.

ESSENTIAL RESPONSIBILITIES

- Writes, receives and reviews contracts.
- Receives, distributes and files project documents.
- Notifies subcontractors of insurance, sub qualification and bonding requirements.
- Maintains communication between subcontractors and Construction Superintendents until acceptable compliance standards have been met.
- Ensures and maintains proper insurance documents for the duration of the project requirements.
- Assists in the creation and maintenance of internal documentation such as process and procedures.
- Sends invitations to bid and receives bids.
- Ensures all project related documentation is organized and current.
- Creates meeting minutes for project related meetings.
- Performs data entry and runs reports from Procore and Sage.
- Updates project plans into Procore.
- Inputs project change orders into Sage with Project Manager authorization.
- Responsible for writing material purchase orders.
- Inputs project budget into Sage.
- Maintains general quality control and jobsite documentation audits.

OTHER RESPONSIBILITIES

- Performs various administrative tasks.
- Performs other responsibilities as assigned.

QUALIFICATIONS / EXPERIENCE REQUIRED

- High School Diploma required. Associates Degree preferred.
- 3-5 years demonstrated experience in an office or similar position.
- Previous construction industry experience desired.
- Ability to manage priorities and workflow.
- Strong interpersonal communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Proficient with Microsoft Suite required. Knowledge of Procore and Sage preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The work environment is a standard office with low to moderate level of noise. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit. The employee is required to lift and move large, heavy binders.