

Summary

The Administrative Coordinator – Project Management supports our Project Management team. This position involves handling administrative tasks, assisting with project scheduling, tracking project progress, and maintaining project documentation. The ideal candidate will possess excellent administrative, communication, and organizational skills and be able to manage multiple tasks efficiently.

Essential duties and responsibilities

Project Documentation:

- Assist with preparation of RFP responses, including reviewing, organizing, and ensuring timely delivery of proposals.
- Maintain accurate records of project communications, meetings, and decisions.
- Organize and manage project files, contracts, and submittals.

Scheduling and Coordination:

- Support management of project schedules, timelines, and milestones.
- Schedule meetings, coordinate communications, and track project progress.
- Prepare and distribute meeting agendas, minutes, and reports.
- Draft and distribute memos, emails, and other communications as needed.

Budget Management:

- Assist with budget tracking and reporting, ensuring projects stay within the allocated budget.
- Prepare and manage payment applications and invoices.

Other Administrative Tasks:

- Assist with office duties, expense reports, and other administrative tasks as needed.

Qualifications/Experience

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with project management software or specific construction software is a plus.
- Ability to work independently and as part of a team.
- High attention to detail and accuracy.
- Knowledge of construction industry practices and terminology is a plus.