

Job Title: **Construction Administrator**

Job Description

The Construction Administrator supports the successful execution of commercial construction projects by managing administrative tasks throughout the job lifecycle under direction of the Project Manager; ensuring compliance with contractual, regulatory, and quality standards, and contributing to smooth and timely internal workflows that improve overall company efficiency.

Pay negotiable starting at \$27/hr

Key Roles and Responsibilities:

1. **Front End Paperwork**
 - Assist with project set up, utilizing company software and templates
 - Generate tax exempt forms
 - Generate project contact lists, job binders, site specific safety plans prior to mobilization
 - Draft Subcontracts and Purchase Orders; ensure all Subcontractor documentation complies with company standards and job-specific requirements
 - Manage submittals and all correspondences
2. **Construction Documentation Management**
 - Maintain organized project files
 - Record meeting minutes and distribute to appropriate parties
 - Track and manage submittals, RFIs (Requests for Information), and change orders
 - Responsible for all document control between internal and external teams via third party platforms; and for manual logs where online platforms are not utilized
3. **Administrative and Logistical Support**
 - Work with Office Manager and External Vendors to track and maintain current regulatory compliance documentation (insurance certificates, certified payroll, etc.)
 - Solicit pricing from specialty trades Subcontractors leading up to, and on, bid day
 - Occasionally assist project managers with change orders via spreadsheet data entry or time and material tracking
 - Support other office staff as needed
4. **Project Closeout**
 - Assemble closeout binder, including all record submittals, O&Ms, and warranties
 - Generate final AIA documents required for release of final payment

Required Qualifications:

- Associates degree in Construction Management, Civil Engineering, Architecture, or related field preferred, but not required
- 2+ years of experience in construction administration or project coordination
- Proficiency in Microsoft Office Suite, and familiarity with construction management software (Procore, MasterLibrary, etc.)
- Knowledge of construction contracts; public work administrative processes and workflows

Key Competencies:

- Strong organizational, multi-tasking, and time management skills
- Excellent written and verbal communication

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- Attention to detail
- Problem-solving mindset and initiative
- Exceptional interpersonal skills with a positive, collaborative approach
- Confidentiality and discretion with sensitive information