

# Now Hiring

## Project Administrator

LOCATION: Ortonville, MN 56278

### POSITION SUMMARY

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The Project Administrator is responsible for assisting the Estimators/Project Manager and Finance/Office Manager with contract administration of assigned projects, including, but not limited to, timely compilation of bids, letting of contracts, and billing; and for facilitating job-related communications with other persons, including subcontractors, vendors, insurers, and clients; for assisting the Finance/Office Manager with job-related bookkeeping; and for performing relief and/or backup duties and responsibilities for the receptionist. As part of the administrative team, performs additional finance and administrative tasks as assigned. This is a full time position, 8:00 AM – 5:00 PM Monday through Friday.

### EXPECTED OUTCOMES

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- Project administration is carried out in a timely and professional manner
- Communicates effectively with the CEO, Project Managers, and the rest of the administrative team
- Customers (internal and external) are satisfied with level of service received
- Exhibits moral and ethical behavior in all business and personal activities

## ESSENTIAL SKILLS AND EXPERIENCE:

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- Demonstrated ability to meet deadlines
- Ability to organize and manage multiple priorities
- Good “people” skills; strong customer service orientation; high energy level
- Good computer skills
- Excellent interpersonal and communication skills
- Strong team player
- Commitment to company values

## POSITION RESPONSIBILITIES

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- Coordinates the preparation (includes typing, adding graphics, reproduction, binding, etc.) of proposals and pre-qualification packages in a timely, accurate and complete manner
- Answers certain vendor and subcontractor’s inquiries
- Takes job site photographs and maintains and updates project images as necessary
- Coordinates professional photography of completed projects as necessary
- Performs project setup on Procore project management software
- Maintains up to date drawings and other project documents on Procore project management software
- Prepare and distribute letters of intent to Subcontractors upon award of contracts
- Assist Finance/Office Manager with Subcontract management
- Secure media coverage for critical phases of project as advised by Project Manager and President and CEO; collect and disseminate progress photos of project for media use and prepare updates for use on web site
- Ensure provision of appropriate “completion/opening” gift to Owners at the conclusion of major projects
- Coordinate feedback and review from Owners, Subcontractors, and others at the conclusion of major projects and elevate significant findings to the appropriate level
- Solicits, logs, and prepares closeout information to be provided to clients at completion of projects
- Archive project documents, files, and drawings
- Maintains and organizes project historical information
- Prepares progress billings/invoices for specified projects

## POSITION RESPONSIBILITIES

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- In absence of receptionist, assist with in-person and telephonic reception
- In absence of receptionist, open, sort, and forward company mail
- Position will also be responsible for maintaining the company website as well as marketing needs as they arise
- Performs additional assignments as directed by the CEO and Finance/Office Manager

## EDUCATION

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- Associate's degree required, Bachelor's degree preferred in a Business field, or satisfactory relevant experience

## BENEFITS INCLUDE

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- Paid Vacation & Holidays
- Health & Life Insurance
- Health Savings Account
- 401K Profit Sharing



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