

THE TREVINO GROUP JOB DESCRIPTION

Job Title: Project Administrator

FLSA Status: Exempt

Reports To: Sr. Project Administrator

Revised Date: July 2022

SUMMARY

Serves as a liaison between the TTG project managers and subcontractors during all phases of construction/renovation projects. Also serves as a liaison between TTG and the owner/architect/engineer during construction/renovation. Responsible for initiation, submission and tracking of all project documents. Ensures the accuracy and completeness of all project documentation submitted by subcontractors. Must have thorough knowledge of construction processes and documentation. Must have excellent verbal and written communication skills in order to maintain good working relationships with all clients, subcontractors, and vendors.

DUTIES AND RESPONSIBILITIES

The Project Administrator shall be responsible for, but not limited to the following:

1. Work with the project management staff and superintendents on initiation of project documentation, correspondence, contracts, insurance certificates, and bonds, etc.
2. Set-up and maintain job files in accordance with Company policy and procedures.
3. Set-up new projects using checklist, enter cost codes, enter in Prime Contracts and other project information in the Starbuilder software.
4. Generates subcontract agreements/purchase orders with subcontractors and vendors in accordance with the construction contract.
5. Assist the Project Manager with compiling information to generate Proposals and Change Proposals to be submitted to the Owner for approval.
6. Prepares and distributes subcontractor change orders.
7. Prepares and submits owner invoices on the AIA G702/G703 forms and track monthly payments through the Starbuilder Aging & Cash Report.
8. Process subcontractor invoices for payment in accordance with the approved schedule of values.
9. Verify certified payrolls from subcontractors and submit to Owners in accordance with the contract requirements.
10. Attend jobsite meetings as requested by the Project Manager.
11. Assist Business Development with compiling information to create Project Information Sheets.
12. Works closely with the Project Engineer assigned to coordinate efforts with subcontractors and closing out the projects.
13. Compiles all completed project files and readers for storage.
14. Serve as a resource for resolution of project-related problems on behalf of contractor and subcontractors in accordance with the Project Subcontract and Master Subcontract Terms and Conditions.
15. Exemplifies the service attitude of The Trevino Group at all times.
16. Performs other related duties upon request.

REQUIREMENTS

- High school diploma or GED equivalent, with some undergraduate work.
- At least five years previous experience in project administration.
- Excellent verbal and written communication skills.
- Thorough knowledge of construction process, practices and documentation.
- Must have financial and/or accounting background in order to process financial documentation.
- Must have thorough knowledge of Microsoft Office Software and other spreadsheet applications.
- Ability to multi-task effectively

WORKING ENVIRONMENT

Normal Working Environment.