



## ROLE DESCRIPTION

**Position Title:** Project Administrator I  
**Department:** Operations  
**Reports To:** Project Manger  
**OT Status:** Non-exempt  
**Prepared By:** Employment Resources  
**Prepared Date:** May 2011  
**Approved By:** Employment Resources  
**Approved Date:** December 2015

### Summary

Provides general office support and services to a project of minor or moderate scope.

**Essential Duties and Responsibilities** include the following, however, other duties may be assigned. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

General Office Support to include, but not limited to:

- Performs all administrative duties
- Greets and assists visitors
- Schedules meetings
- Maintains visitor, PPE & parking logs
- Processes & distributes incoming/outgoing mail
- Types, files and distributes forms and correspondence from project start-up to project closeout, including but not limited to, letters, transmittals, memos, meeting minutes, daily reports, RFI log, COR log, CO Log, weather day log, submittal log, cost code log and correspondence log
- Maintains field office, answers phones and forwards messages
- Maintains project photos (digital/album)
- Ensures office equipment is maintained and in working order
- Maintains staff vacation log and prepares monthly report for management
- Establishes accounts and orders consumable items as required (i.e. office supplies, paper goods, cleaning supplies, beverage service, etc.)
- Establishes and maintains phone/fax contact list, data communication, network server computers, printers, plotters, scanners, telephone system/voicemail, phone/fax with local phone company (for out of town projects)
- Obtains mobile phones, copiers, cameras, TV, etc.
- Sets up mail service, FedEx, UPS, etc.

HR/Payroll Support to include, but not limited to:

- Maintains new employee/safety orientation sign-off sheets
- Reviews project orientation package with new employees
- Submits paperwork for new hires and layoffs
- Completes and submits payroll time sheets
- Provides management with accurate manpower reports

Project Controls Support to include, but not limited to:

- Ensures proper permits are obtained, relative to project requirements
- Provides general field office and project control support and services to a project (size of project will determine the percentage of time devoted to project controls)

### Management Responsibilities

None

## Role Description

### Project Administrator I

#### Additional Duties and Responsibilities

- Recognizes safety as a top priority of the organization
- Wears personal protective equipment on the project site
- Adheres to Alberici Quality Management System
- Adheres to policies and procedures
- Delivers professional customer service
- Adopts a teamwork approach and willingly supports coworkers
- Ensures client satisfaction, both internally and externally, through positive, pleasant, professional and efficient handling of issues
- Exercises good interpersonal skills by gladly assisting others to accomplish work of the organization, even if it is outside the scope of regular duties
- Performs other duties as assigned by the Supervisor

#### Education, Experience and Skills

Post-secondary degree/diploma in Business Administration and 1 - 5 years experience , ideally in construction. Advanced working experience with Microsoft Office products. Prolog software skills are an asset.

#### Technical and Mental Skills

- Practices good communication skills
- Reads, analyzes and interprets documents such as operating and maintenance instructions, and procedure manuals
- Writes routine reports and correspondence
- Effectively presents information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Applies concepts such as fractions, percentages, ratios, and proportions to practical situations
- Defines problems, collects data, establishes facts, and draws valid conclusions
- Organizes and manages time, duties and activities efficiently

#### Certificates, Licenses, Registrations

None required

**Physical Demands** are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.

Regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Occasionally required to stand and walk. Must occasionally lift and/or move up to 25 pounds.

#### Work Environment

The office work environment provides a safe and healthy environment, is adequately heated and cooled, is free from exposure and extreme conditions, has appropriate lighting and office furnishings and is smoke-free and drug-free.

While performing the duties of this position at the project site, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually loud.