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Project Administrator

The Project Administrator is a detailed oriented team player that is familiar with the construction industry. They have excellent time management, organization and communication skills. The Project Administrator reports to the Project Directors and the COO.

Responsibilities:

- Handle clerical, administrative and general office tasks to support the construction management team, including but not limited to data entry, typing, copying and filing.
- Communicate with clients and vendors via email or phone.
- Prepare change orders, purchase orders, contracts to be submitted to subcontractors and owners, verifying all paperwork is in compliance, has signatures, etc.
- Conduct research, compile data, and prepare summaries for consideration and presentation by Project Directors and Project Managers.
- Schedules meetings, including regular team meetings, and provide administrative support to meetings (organize attendees, venues, reminders, handouts and relevant catering requirements) in a timely basis.
- Manage Project Directors / Project Managers calendar for meetings, etc.
- Log specifications and drawings, making sure all are updated on Procore and available to the Project Directors, Project Managers, Superintendents and Subcontractors.
- Request and compile all closeout documents, warranties, etc.
- Attend meetings and/or prepare and distributes meeting minutes as requested by Project Directors / Project Managers.
- Assure adherence to corporate information policies.
- Book and co-ordinate Project Directors, Project Managers and Superintendent travel and accommodations, as needed.

Required skills and qualifications:

- 2 years of office and administrative experience required.
- Computer skills and exceptional knowledge of Microsoft Office (Excel, Outlook and Word).
- Solid and professional interpersonal and communications skills.
- Strong sense of urgency and self-motivated.
- Good judgment and a history of prioritizing tasks and initiatives effectively according to project requirements.
- Demonstrate problem solving and critical thinking skills.
- High level of organization and attention to detail.
- Comfort with multi-tasking in a deadline-driven environment.
- Excellent time management skills.