# **JOB DESCRIPTION**

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| **JOB TITLE: Jobsite Administrator** | |
| **REPORTS TO: Superintendent, Senior Project Manager or Project Manager** | |
| **FLSA STATUS: Non-Exempt** |

**GENERAL POSITION PURPOSE:** The Jobsite Administrator maintains and monitors the access point into a jobsite, ensuring that only authorized people are allowed access to the construction site. He/she will also assist and support the project team members and are responsible for clerical and general administrative duties. The position works under direct supervision of the Superintendent, Senior Project Manager and/or Project Manager. This position must demonstrate strong organizational and time management skills, as well as have strong communication, interpersonal and client service skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Maintain the access points ensuring that only authorized people are allowed access to the site and that their arrival and departures are properly documented
* Maintain a temporary and permanent badge system for authorized personnel and visitors to the jobsite
* Perform general administrative duties such as correspondence, deliveries, mail packages, typing, copying and filing
* Assist in maintaining effective relationships with clients, designers, consultants and internal clients
* Demonstrate commitment to a safe and injury free work environment through own actions and mentoring others

**QUALIFICATIONS**

* Computer knowledge and efficiency, including Microsoft Office products
* Knowledge in the use of office machines: phones, copiers, fax, printer, scanner, postage.
* Broad understanding of industry
* Strong written and verbal communication skills includingreading, writing, understanding and communicating clearly, effectively and professionally.
* Basic math skills
* Ability to multi-task
* Functions effectively as part of a team
* Dependability
* Ability to maintain discretion and confidentiality at all times
* Ability to understand and follow directions
* Good time management and organizational skills

**EDUCATION AND/OR EXPERIENCE**

* High School Diploma required
* 2-4 years of related administrative experience
* Entry-level to 3 years of industry experience

**WORK ENVIRONMENT/JOB CONDITIONS**

This job is performed on the jobsite and requires frequent sitting (often working on a computer), frequent walking, standing, bending, and reaching. Due to computer usage, there may be repetitive motions of the hands and wrists. He/she must be able to navigate the jobsite and must comply with all Company safety requirements in the office and on the jobsite.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The responsibilities, qualifications, and work conditions described here are representative of the physical and mental knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This description is not intended to be a complete list of all responsibilities, duties and skills required to personnel assigned this classification. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.*