

Job Title

- Construction Project Administrator – Entry Level

As a Construction Project Administrator, you will assist in the day-to-day functions of the Project Manager, including planning, coordinating and monitoring multiple ongoing projects. The Project Administrator will participate in all stages of project management.

Responsibilities and Duties

- Reach out to subcontractors for quotes and organize the quotes
- Help write contracts or work scopes and follow up to make sure they get signed and filed
- Work with spreadsheets to track various aspects of the project including profitability, delays, submittals, etc.
- Manage the submittal process and maintain submittal log
- Utilize ProCore, our project management software
- Visit job sites as necessary.
- Occasionally supervise projects in the field.

Qualifications and Skills

- Excellent computer skills (Microsoft Suite, Adobe, Internet)
- Bachelor's degree or commensurate experience
- Strong organizational and documentation skills
- Displays professional written and oral communication
- Willing to learn new systems
- Experience utilizing ProCore
- Experience in the construction industry

Company Core Values

- We are **Team Players**.
- We are **Self-Driven**.
- We are **Solution Focused**.
- We are **Accountable**.

What you'll love about Hernandez Consulting

- **Great Company Culture**
- **Health Benefits:** Medical, dental & vision
- **Disability Benefits** (short and long term)
- **Employer Paid** Life Insurance Policy
- We **match** your 401k
- **Take a Break!** 3 weeks PTO, 8 holidays per year
- **Invest in YOUR Career:** Employee Stock Ownership Program (ESOP)