

Tonn and Blank Construction
Job Description
Administrative Assistant
Michigan City, IN Office

Classification: Non-Exempt, Full Time
Supervisor: Director of Human Resources

Overview

The purpose of this standard procedure is to define the job description of the Administrative Assistant through the outline of his/her duties, authorities, and responsibilities.

The administrative assistant provides administrative support to the project management team. This position requires multi-tasking, working for multiple Project Managers and the ability to understand several management systems. The person must exercise initiative and discretion in setting priorities to carry out all assignments.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

Experience/Education/Requirements

- 2+ years of construction administration preferred
- Intermediate working knowledge of Microsoft Applications
- Successful drug, alcohol, MVR, and background checks
- Willingness to accept responsibility to acquire specialized training

Skills and Personal Attributes:

Skills required:

- Proficient in Microsoft Office Applications
- Experience with construction submittal processes
- Familiar with AIA process (i.e. Schedule of Values, etc.)
- Detail-oriented
- Switchboard Skills (receptionist)
- Excellent time-management and the ability to prioritize tasks

- Overachieving attitude and enhanced work ethic
- Experience with project and document management systems and software, preferably Procore
- Excellent verbal and written communication skills
- Knowledge of general construction industry
- Ability to understand specification manuals for preparation of bidding documents
- Ability to meet deadlines
- Ability to work in stressful situations

Job Description Detail

Duties will include:

- Preparation and revision of construction contracts, including owner change orders and other related documents as directed by the project management team.
- Preparation of subcontractor documents, purchase orders and change orders
- Assisting with accounting procedures of invoice processing for projects
- Preparation of submittals for the project managers
- Preparation and distribution of RFI's to architects, owners, subs and superintendents
- Project database information entry
- Obtaining COI's for Owner Contracts
- Maintain job file records
- Must be able to communicate and support company policies and initiatives
- Administrative and office support activities for multiple supervisors and co-workers
- Fielding telephone calls
- Handling incoming and outgoing mail
- Filing
- Receiving and directing visitors
- Other tasks as assigned