

Join the Team!

Construction Administrator

About the job

The ideal candidate will work with the construction office to complete clerical, administrative, and general office tasks that support the entire construction management team. They answer phones and respond to emails from clients and vendors. They act as a point of contact and solicit quotes from vendors, subcontractors, and various construction service teams, and prepare forms such as change orders, purchase orders, service agreements, and review invoices. The construction admin also performs general office duties such as setting up filing systems, data entry, typing, copying, and other administrative tasks for construction projects.

Responsibilities

- Work closely with the department heads to understand and ensure accuracy of all reporting activity
- Assist in preparation and distribution of reports and financial statements
- Prepare financial statements and supporting schedules according to monthly close schedule

Qualifications

1 - 3 years' experience in construction admin and accounting preferred but not required. Proficient in Microsoft Excel.

Seniority Level

Entry level

Industry

Real Estate | Construction

Employment Type

Full-time

Job Functions

Management

Contact

Aaron Litzman
a.litzman@zahlco.com
678-707-1741