

GREENLAND ENTERPRISES, INC.
JOB DESCRIPTION

TITLE: Project Administrator

REPORTS TO: Lead Administrator

LOCATION: Hampton, VA

APPROVED/REVISED DATE: 05-31-17

FLSA STATUS: Non-Exempt

JOB SUMMARY: Purpose of the position is to utilize processes for documentation that are cohesive and efficient among all departments of the company and are enforced among all associates. Employees in this position will balance Project Manager and Lead Administrator tasks and perform all administrative duties to include, but not limited to, the list below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists Project Managers in the timely completion of project-related tasks such as purchase orders, subcontracts, submittals, transmittals, shipments, Operation and Maintenance Manuals, letters, correspondence, etc.
- Assists Lead Administrator in departmental projects, implementations and project-related assignments.
- Participates in the process of new project creation.
- Creates and issues subcontracts, contract modifications and material purchase orders to vendors and subcontractors upon requests from Project Managers. Responsible for recording subcontract activity/progress and communicating status to Project Managers.
- Responsible for maintaining subcontractor compliance with subcontracts. Ensures that the company has the necessary documents from subcontractors prior to the commencement of work.
- Facilitates and validates all subcontractor and vendor invoicing in accordance with the proper workflow.
- Participates in the monthly process of invoicing company customers.
- Maintains all company logs/spreadsheets to ensure accurate, up-to-date information.
- Collects and distributes all certified payroll to customers.
- Organizes and maintains all company files/records, electronic and tangible.
- Responsible for maintaining and ordering company supplies as needed or when requested.
- Works mostly independently to complete administrative duties.
- Utilizes excellent oral and written communication skills; excels in writing, grammar, editing and spelling.
- Proficient in Microsoft Office (Outlook, Word and Excel).
- Flexible to work overtime and weekends, as required.
- Promotes a teamwork mentality and a professional work environment.
- Responsible for all other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

EDUCATION/TRAINING: Associates degree or equivalent in related training.

QUALIFICATIONS:

- Must be proficient in Microsoft Office programs and internet services.
- Must be proficient in grammar usage, spelling and editing.
- Organizational skills for efficient office control.
- Demonstrated ability to work independently without supervision.
- Self-motivated, goal oriented, and quality driven.
- Experience in office management/administration to include purchasing processes a plus.
- Ability to communicate professionally at all levels of the organization and with external contacts.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required to sit for long periods of time. Regularly required to sit, stand, walk, occasionally bend and move about the facility. Infrequent lifting required. Ability to lift 10–15 lbs. Primary environment consists of ambient room temperatures and lighting as found in a typical office environment

Signature _____

Print name _____

Date _____

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.