



## **Position Title: Project Administrator**

### **Position Overview:**

The Project Administrator manages all project-related paperwork, coordinates communication between stakeholders, and ensures compliance with contractual and safety requirements. This role requires high organization and familiarity with construction-specific documents. The Project Administrator shall support the project management personnel of Wells Brothers Construction for the company to continue to be the leader in civil construction services in Eastern North Carolina. The Project Administrator shall be a dependable, highly self-motivated, professional, and detail oriented individual capable of performing a variety of project-related tasks.

### **Responsibilities:**

- Document Control:
  - Establish and maintain detailed project files
  - Submittal administration
  - Maintain up-to-date drawing logs and revision records
  - RFI management
  - Warranties and closeout packages
  - Attend and record meeting minutes
- Compliance and Risk Management
  - Subcontractor and Vendor Compliance
  - Maintain certificates of insurance
  - Monitor disadvantaged business participation and manage good faith efforts
  - Support safety compliance
  - Ensure permits and licenses are current
- Financial Administration
  - Process pay applications
  - Assist in tracking budgets and identifying cost variances
  - Process purchases orders and track expenses
  - Review vendor invoices
  - Maintain lien waivers
  - Keep change order logs and update budgets
- Maintain Wells Brothers strategic outlook and corporate values

**Necessary Skills:**

- Excellent verbal and written communication skills
- Strong computer skills and software proficiency including Microsoft Word, Excel and Outlook
- Excellent professional judgment
- Strong prioritization and organization skills
- Strong phone etiquette
- Ability to multi-task
- Strong attention to detail

**What We Offer**

- Salary: \$50,000-\$75,000 (depending on experience and location)
- Benefits: Health, dental, life and vision insurance, 401K profit sharing and paid time off (PTO)
- Training: Foundation Accounting, HCSS HeavyBid/HeavyJob and CPR
- Upward Mobility: Clear growth to Assistant Project Manager and Project Manager roles

**Employment Requirements**

- will be subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration
- must take and pass a drug test and will stay active in company testing consortium
- will be subject to e-verify
- This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**Desired Minimum Qualifications and Knowledge:**

- 4-year College Graduate
- 2-5 years of construction administration, contract support or project coordination experience
- Valid Driver's license

**Supervision (Given and Received):**

- Receive direct supervision from project executives and project managers.

**Working Conditions:**

- Physical:
  - Use of hands and fingers to handle, feel or operate tools and equipment controls.
  - Reach with arms to access tools and equipment controls.

- Must be able to stand, talk, and hear.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Travel
  - Travel is primarily local during the business day.
  - The position is located at 1630 Military Cutoff Rd., Wilmington, NC
- Expected Hours of Work
  - This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m., 40 hours per week.