

Project Administrator

Company

Probst Electric is one of North America's premier utility construction companies. Probst Electric operates from our headquarters in Heber City, Utah and has completed projects all over the United States and in Canada. Probst Electric performs new build, design build, and maintenance services for both the public and private sector utilities. Probst Electric offers construction and maintenance services in a variety of utility markets including transmission, distribution, substation, drilling, and associated electrical. Probst Electric is an Equal Opportunity Employer and participates in E-Verify

Position

The Project Administrator provides administrative support to the project management team from; clerical, and compliance duties, to schedules of value, billing, job cost accounting, submittals, and any other duties as assigned. This is a full-time position with comprehensive benefits package available including; medical, dental, vision, life insurance and 401k.

This position reports to the project manager. Travel is required for continued employment beyond initial assignment.

Key Responsibilities:

In addition to the items listed below, this position also requires other various tasks that may include but are not limited to: billings, submittals, compiling and submitting reports, job costing, cost code reporting and tracking, preparing and reviewing contracts, lien filings and releases, maintaining logs, and all other related items as assigned.

Duties:

Processes shop drawings, RFP's, RFI's, SI's, change orders, and other documentation as assigned

Submit and record liens and lien releases

Prepare and reviews contracts, proposal letters and processes as required

Submit weekly reports to customers

Prepare and maintain project schedules

Create budgets and analysis in excel and in our accounting software

Prepares outgoing mail and correspondence, including e-mail and faxes

Coordinates and arranges meetings, prepares agendas when required

Organizes and maintains files, files correspondence and other records

Prepare timesheets

Receipt of materials and interfacing with procurement team

Landowner Agreements

Laydown Yard Agreements

Assist with subcontracts and subcontractor coordination

Assist with Monthly Billings

Assist with Monthly Reviews

Assist with AP invoices

Assist with Change Orders

Call in and maintain Blue Stakes

Request PO's for Operations as Needed

Submittals

Labor Production Reports

Permits

Other duties as assigned

Requirements

Must pass mandatory drug and alcohol screening(s)

Excellent computer skills

Mathematical ability required; must be able to figure percentages and keep all aspects of projects in balance

Three to five years administrative related experience and/or training; or equivalent combination of education and experience.

Must be able to interpret blue prints, schematics, drawings, and plan & profiles

Must have great attention to detail and strong analytical abilities.

Strong background with use of Microsoft Word, Excel, Project, and other associated software

Knowledge of the construction industry is very beneficial for this position.

Degree in construction management preferred.

Employment Type

Full-Time

City

Initial assignment is located in Rapid City, SD.

Travel required for continued employment once initial project is complete.

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