



PROJECT MANAGER'S ASSISTANT

LEVEL I

Typing – This includes the typing of all subcontracts, owner contracts, change orders, and job-related correspondence and documents.

Answering Phones – Includes taking messages and/or forwarding to voice mail.

Office supplies – Includes ordering and maintaining the office supplies for the field office.

Copies – as required

Faxing – as required

Office trailer set-up – Assist superintendent/project manager with establishing the job trailer/office. (i.e., set up phones, ordering office furniture, etc.)

Filing – as required

Runner – Includes picking up job mail from the downtown office and completing other job-related errands.

Either a company vehicle or the secretary's personal vehicle can be used. If a personal vehicle is used, mileage shall be reimbursed.

Material req forms – Include filing out material requisition forms for only those items which are purchased by the secretary.

Mail – as required

Communication skills – must be able to communicate intelligently with internal staff as well as external customers.

Computer knowledge – must be proficient with spreadsheet and work processing software.

Notary Public

General Cleaning and Organization as directed by P.M.

LEVEL II

In addition to the duties listed above the following items will be required:

Experience – This position requires that at least one (1) year experience with Prestige Construction Group as a job site secretary must have been acquired.

Multiple project capability – This person must be capable of working on two (2) or more projects simultaneously.

Insurance – Includes tracking of subcontractor insurance and the requesting of current certificates as required.

Lien waivers – Includes tracking of lien waivers submitted by subs, vendors, and especially sub-subcontractors and sub-vendors.

Accounting skills – Must have basic accounting skills to assist in items such as pay applications, invoice processing, and time keeping.

Project close-out – Assist in close out of the project, including phone calls, and packaging of documents.

Sub/Vendor liaison – This includes the ability to communicate to subs/vendors with basic understanding of their fields in order to accurately relay information to the project superintendent and project manager.

Self directed – Must be able to perform the duties listed above with a minimum amount of supervision.

Expedition – A basic understanding of expedition is required for items such as transmittal tracking.

Submittals – The ability to help an engineer with items such as transferring notes on shop drawings.

LEVEL III

In addition to the duties of the two descriptions above the following will be required:

Supervision skills – Must be able to oversee the work of one (1) or more secretaries in the company.

Computer skills – Must be proficient in the software programs utilized by the secretaries in the company.

Also, must have a basic understanding of Expedition and Coins.

Training – Must have the skills to train other job site secretaries.

Managerial skills – Must have the skills to assist the project manager in scheduling meetings, etc.

Overall skills

Efficiency

Time management

Job knowledge

Communication skills

Attitude/Team player

Initiative

Writing skills

Organizational skills

Agur Davis

Operations Manager

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