



**Job Title: Construction Contract/Office Administrator**

John Bell Construction, Inc. is seeking an experienced and self-directed Construction Contract/Office Administrator. The ideal candidate will harbor a passion for design and construction and devote his or her creativity to our projects. This person will be reporting to the Vice President and will be responsible for supporting the entire team with a focus on keeping projects organized, on time, and on budget. You must be willing to travel to neighboring cities to visit and work on job sites, so reliable transportation is a must. The position includes benefits as well as a competitive salary. The job includes both hands-on and administrative duties. This is a fantastic opportunity for a professional who thrives in a busy work environment and is well-versed in working closely with senior management. This position is in our Coral Gables, FL office.

**Specific responsibilities include but are not limited to:**

- Uses web-based software like Google Drive (ProCore in future) to set up and organize construction projects
- New Project set up.
- Review contract requirements.
- Certificate of Insurance and Bond Requests.
- Purchasing.
- Follow up on order acknowledgements and delivery dates when necessary.
- Attend weekly job/sales meetings.
- Communicate weekly with salesmen and supervisors on status of jobs and address any questions or issues that may have arisen.
- Assures all proper construction and contract procedures are followed through until project close-out.
- Prepares, organizes and administers Proposals, Bid Solicitations, Scopes of Work, Trade Contracts, Insurance Certificates, etc.
- Checks contractor Payment Applications for accuracy and maintain lien waivers
- Collects and distributes RFI's and Submittals while preserving, organizing, distributing and maintaining drawings including all document revisions.
- Coordinates, schedules and maintains meeting minutes for all facets of construction including sub-contractor meetings, owner meetings, and safety meetings.
- Provides General Contract Administration Support for field and office departments in company to ensure compliance, process and organization of company documents.
- Creates, promotes and enforces process and organization in the administration of all the company's contracts obligations and document management systems (electronic and paper).
- Serves as a general administrative support to company's Executive Team.
- Employee may spend 30% or more of their time traveling to and from work sites. As such, a clean driving record and ability to travel between locations is a must.
- Manage paperwork related to contracts, including reviewing and securing signatures for contracts



- File all necessary paperwork
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner
- Work closely with the executive leadership to continuously improve operations
- Open mail and coordinate with department to execute what is necessary
- Work with vendors and/or subcontractors following up on anything miscellaneous pending.
- Organizing hard copies of drawings.
- General day to day office tasks that require administration.

**Qualifications:**

- Bachelor's degree (BA/BS) from College or University in applicable field.
- Minimum 3-5 years of related or equivalent experience and/or training, specifically in a construction related field.
- Strong initiative, work ethic, multitasking ability, follow-through, organization and detail-orientation.
- Strong written and verbal communication skills
- Intermediate to Advanced skills with Microsoft Office Suite (Word, PowerPoint, Excel, Outlook.
- Working knowledge of construction contracts, subcontracts and invoices (AIA format).
- Strong interpersonal skills (team player) with all levels of employees, vendors, and tenants.
- Excellent analytical skills
- Assertive
- Basic understanding of accounting principles
- Ability to multitask
- Detail-Oriented