



**Job Title: Roby Commercial Project Administrator**

**Job Responsibilities:**

- Prepare AIA Documents
- Handle QuickBooks setups
- Assist Project Managers with admin functions
- Assist Preconstruction with admin functions
- Assist Director of Project Management\*
- Follow up with sub-contractors
- Collect sub-contractor required documents
- Streamline work between our Mechanical, Electrical & Plumbing Services and General Contractor
- Handle all submittals for our Mechanical, Electrical & Plumbing Services and General Contractor
- Day to day admin tasks as needed

**Qualifications:**

- High school diploma required
- Two years' experience in construction administrative capacity
- Solid organizational and time-management skills
- Excellent communication skills, both written and verbal
- Knowledge of project management and technical documentation

\*Project Administrator reports to this role.