

ONSITE CONSTRUCTION PROJECT ADMINISTRATOR

Company Background: Garco Construction, Inc. is an ENR Top 400 general contractor with offices in Spokane and Tacoma, Washington. In addition to self-performing a substantial amount of construction, Garco provides high quality design build services through our in house architect and design department, as well as through strong partnerships with local and national architectural and engineering firms. We achieve this by employing highly qualified people, emphasizing advanced technology, continuing education, high safety standards and quality control.

Key Responsibilities: The Project Administrator will work on a construction site, and is responsible for assisting the Project Manager and Project Engineer in coordinating the activities of a project to ensure cost, schedule and quality standards are met. The qualified candidate must be able to, among other duties assigned from time to time:

- Exercise independent judgment related to day-to-day administration of project and efficiently and effectively handle multiple and shifting priorities
- Communicate effectively, both verbally and in writing, with a variety of individuals and groups, clients, subcontractors, individual employees, jobsite teams, and company executives
- Prepare, finalize, and maintain project related documents to include but not be limited to: Subcontracts, Purchase Orders, Change Orders, Submittals, Request for Information, Pay Applications, Daily Field Reports, etc.
- Understand project schedule and impact on various trades
- Assist with assigned elements of project closeout, including punch list, operation & maintenance manuals, warranty review and procurement, and required owner training
- Attend and take notes at regularly scheduled jobsite meetings on an as-needed basis
- Other responsibilities will include photocopying, assembling documents for project administration, and coordinating with field and office personnel

Minimum Requirements:

- Associate's Degree preferred
- Minimum of 2 years related experience in commercial construction preferred
- Proficiency in Word, Excel, and Power Point
- Experience with Spectrum® and Procore® Construction Software
- Pass a Pre-Employment Drug Test

The ideal candidate will have demonstrated interpersonal skills with a variety of individuals and groups, clients, subcontractors, individual employees, jobsite teams, and company executives. The qualified candidate will also have strong relationship building skills, effective communication, and the ability organize and evaluate information and proactively find solutions.

Physical Demands: The duties of this job require the employee to regularly communicate with others in person, on the phone and/or via the computer, work primarily in an office environment on a construction jobsite. The employee may occasionally need to lift and/or move up to 30 pounds, with or without reasonable accommodations.

Please send a cover letter and resume to: hr@garco.com. This job opening will remain open until filled.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.

Please review the VOLUNTARY Applicant Self-Identification Forms for Women/Minorities, Veterans and Individuals with Disabilities available on our website at <http://www.garco.com/careers>. Completing the Form(s) is entirely voluntary; the information is kept confidential and is used to study efforts to attract diverse pools of qualified applicants and to ensure equal employment opportunity. If you choose to complete the form(s), please submit with your application materials.