

# Dawson

## PROJECT ADMINISTRATOR – JUNEAU, AK

**Dawson Construction, LLC** is searching for a **Project Administrator** to join our Juneau Office. This position provides administrative project support to our Juneau teams including Estimator Managers, Project Engineers, and Superintendents. The position also provides office administrative support and other support as needed.

### Primary Responsibilities:

- Support bidding and preconstruction activities including distribution of bid documents, subcontractor solicitation, and file set up.
- Assist with processing subcontracts, purchase orders, monthly progress billings, reports, and spreadsheets.
- Assist with meetings including scheduling, coordination, document preparation, and taking and distributing meeting minutes.
- Assist subcontractors with paperwork
- Support Project Manager with change management process including distributing change requests to subcontractors, receiving subcontractor price proposals, generating accounting reports for cost detail back-up, preparing, and distributing subcontractor change orders, data entry in accounting system.
- Prepare operations and maintenance manuals, record drawings, and final permits for turnover to the owner at project completion.
- Maintain and update digital and hard copy project files and project contact information.
- Other administrative duties as needed.

### Qualifications:

- Excellent written/verbal communication skills, both in-person and virtually
- Able to simultaneously support multiple projects and project team members.
- Able to move seamlessly from one task to the next and be flexible with changing priorities.
- Able work under pressure to meet deadlines on multiple projects
- Strong organizational skills with a meticulous attention to detail
- Proficient in Microsoft Suite and possess a willingness and ability to learn industry-specific software
- General understanding of construction terminology, key processes, and overall project lifecycle.
- Experience in construction or related industry preferred but not required.

***We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.***

Apply at [www.dawson.com/careers](http://www.dawson.com/careers)

Contact [careers@dawson.com](mailto:careers@dawson.com) if you have questions