

# Dawson

## PROJECT ADMINISTRATOR – BELLINGHAM, WA

**Dawson Construction, LLC** is searching for a **Project Administrator** to join our Bellingham office. This position provides administrative project support to our construction teams including Estimator Managers/Project Managers, Project Engineers, and Superintendents.

### Primary Responsibilities:

- 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 and billing.
- 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 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 (Outlook, Word, Excel)
- 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