

Dawson

OFFICE ADMINISTRATOR – JUNEAU, AK

Dawson Construction, LLC is searching for an **Office Administrator** to join our Juneau Office. Experience a fulfilling career in the fast-paced and exciting construction industry through this role. The Office Administrator supports our project teams by maintaining an organized office, keeping inventory of the office space and supplies, and greeting business partners and visitors to the office. This role focuses on engaging directly with team members, subcontractors, architects, and clients to assist with the successful completion of projects.

Primary Responsibilities:

- Reception and other administrative duties as required daily.
- Maintain office supplies, replenish inventory as needed.
- Coordinate cleaning and ensure the office maintains an organized, professional presentation.
- Pick up and drop off mail and shipments as required, as well as errands as needed.
- 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 as needed with questions regarding their subcontract and invoicing.
- 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.

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 a willingness and ability to learn industry-specific software.
- Experience in construction not required—we will train you!

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

Contact careers@dawson.com if you have questions