

October 22, 2018

J. Iapaluccio, Inc.
425 Federal Road
Brookfield, CT 06804

Position: Project Administrator

Responsibilities:

- Work closely with project managers and estimators with daily tasks;
 - Organization and preparation of bid documents;
 - Communication with subcontractors and vendors to obtain quotes;
 - Coordinate the requests and printing of project documents;
 - Assist, track and maintain project documentation:
 - Purchase Orders
 - Change Orders
 - Project Correspondence
 - CHRO Plans & Reporting
 - Assist with the Submittal Process
 - Other Contract Compliance/Monthly Reporting
 - Closeout
- Assist with office managerial tasks;
 - Printing/copying/ scanning
 - Document Control and Preparation

Requirements:

- Detail oriented, organized and efficient individual able to balance complete multiple tasks in a timely and accurate manner;
- Excellent communication skills;
- Experience in construction admin environment;
- Thorough knowledge construction project phases and documentation (Changes, RFIs, Submittals, Invoicing, etc)
- Experience with Microsoft Office (Excel, Word) Required
- Experience with Bluebeam or PDF writing software;

An Affirmative Action-Equal Opportunity M/F/Veteran/Disability Employer

