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