



Preconstruction Administrator

Expected Experience:	3-4 year's experience in Construction a plus
Reports To:	Director of Preconstruction
Job Family:	<i>Preconstruction</i>
Pay Grade:	<i>To Be Determined</i>
FLSA Status:	<i>Exempt-Executive</i>
Date Revised:	<i>March 27, 2017</i>

Position Purpose: The Preconstruction Administrator supports the Preconstruction Department by performing various duties and processes related to the overall estimating process that is managed by the estimators. Additionally, the Preconstruction Administrator is responsible for updating estimate and vendor information and assisting in the maintenance/organization of Preconstruction files and databases. Support of various operational processes closely tied to Preconstruction can also be a responsibility of this role.

Responsibilities:

- Administrative support of the Preconstruction Department.
- Manage files and documents for multiple individual projects from concept through the bidding, design and subcontract bidding phases of these projects.
- Liaison with Architects, Designers, and Owners as it relates to procurement of Bid Documents
- Assist with meeting Diversity Goals and requirements
- Set up new Estimates (on-line file structure, SmartBid, files, books, etc.)
- Assist with Subcontractor/Vendor Bid List for projects and update with bid status throughout the bidding period
- Issue and assist in Bid Solicitations, Addenda, and other Bid Notifications
- Assist with Sub-Bid coverage, including phone calls to/from subcontractors and procurement of quotes from Vendors.
- Coordinate Bid Day activities (bid distribution, bid tabs, bid forms, lunch)
- Post bid follow-up activities, including but not limited to, data entry, copying, scanning and archiving.
- Update and maintain Master Subcontractor/Vendor Database.
- Establish, organize and maintain files, update lists and reports.
- Compose, type, format and edit internal and external correspondence
- Furnish backup receptionist duties as required
- Perform other general office duties and special projects as required.

Other

- Be detail-oriented, customer focused, organized; possess a sense of urgency.
- Be able to multi-task, prioritize and take the initiative to provide support.
- Have strong verbal and written communication skills.
- Be able to exercise prudent judgment in the absence of supervisory personnel.
- Be able to maintain utmost confidentiality and sensitivity.
- Demonstrate proper performance of skills reflected and validated by the competency checklist.
- Adheres to Rogers-O'Brien policies, procedures, all safety plans, and all standards imposed by regulatory organizations



Computer skills

- Strong Word, Excel, Outlook, Bluebeam/Acrobat and Internet skills.
- Experience with electronic files and protocols – DWG, SmartBid, iSqFt, ShareFile, Dropbox, etc.

Licensure/Certification:

- N/A

Supervision:

- N/A

Physical Requirements

- Constant adequate range of motion and mobility required.
- Regular sitting or standing, bending or stooping, and the ability to carry equipment and other such items as packaged material weighing up to 20 pounds
- The ability to express and exchange ideas by means of language
- Regular hearing and the ability to perceive the nature of sounds
- Regular near acuity with clarity of vision at 20 inches or less
- Constant ability to read, record or type data quickly and accurately
- Typical ability to collect and analyze numerical and written data and verbal information to reach logical conclusions and ability to determine the time, place and sequence of operations or actions

Environmental/Working Conditions

- Ability to work under and handle stress in an appropriate manner required.
- May be exposed to high, medium, or low noise intensity.
- Constant contact with co-workers required.
- This is a full time position. Regular and punctual attendance is an essential function of the job.
- Must be willing to travel if necessary.

Machinery/Tools/Equipment Requirements

N/A

This description is a general statement of required essential functions performed on a regular and continuous basis. It does not exclude other duties as assigned.