

<b>Job Title:</b>	<b>Field Administrator</b>	<b>Travel Required:</b>	Extensive- More than 6 months per year
<b>Department/Group:</b>	Accounting	<b>Position Type:</b>	Hourly/On Call
<b>Level/Salary Range:</b>	Hourly	<b>Reports to:</b>	Project Manager

#### **Job Description**

##### **General Position Summary**

The Field Administrator assists and supports management and the project team members and is responsible for general administrative duties, including maintaining accurate and complete records of project documents. The position works under direct supervision and performs routine daily administrative activities. This position must demonstrate strong organizational and time management skills, as well as have strong communication and client service skills.

##### **Major Duties & Responsibilities**

- Perform general administrative duties such as typing, copying and filing
- Assist in preparation and/or record meeting minutes
- Organize and distribute bid documents, shop drawings and other project documents as directed
- Prepare memo's, letters and other correspondence as directed
- Assist in the maintaining and tracking Bidders List and Prequalification Forms and periodically update
- Coordinate office communications, including correspondences, mail, packages, deliveries and calendars
- Be familiar with Contracts, Subcontracts, Change Orders, and Purchase Order forms, type and distribute
- Monitor and track insurance and bond requirements for subcontractors and vendors as directed by Accounting Department
- Track status of Subcontracts, Purchase Orders and Change Orders
- Assist in maintaining effective relationships with clients, designers, consultants and internal clients
- Assist marketing and business development efforts including proposal preparation as needed
- Inventory and ordering of office supplies as directed by Accounting Department
- Inventory, operation and upkeep of office equipment as directed by Accounting Department
- Maintain filing systems
- Assist in project close-out
- Assist in issuance and return of Subcontractor/Supplier Performance Evaluation
- Demonstrate commitment to Safety
- Manage the community participation reporting process and complete reports to be submitted for project

##### **Job Skills & Abilities**

- Computer knowledge and efficiency, including Microsoft Office products
- Broad understanding of industry
- Strong written and verbal communication skills
- Basic math skills
- Ability to multi task
- Functions effectively as part of a team
- Dependability
- Ability to maintain discretion and confidentiality at all times
- Ability to understand and follow directions

- Good time management and organizational skills

### **Education and/or Experience**

High School Diploma required

Junior College or Vocational education desired

2-4 years of related administrative experience

### **Work Environment Job/Conditions**

This job may be performed in the office or on the jobsite and requires frequent sitting (often working on a computer), frequent walking, standing, bending, and reaching. Due to computer usage, there may be repetitive motions of the hands and wrists. He/she must be able to navigate the jobsite and must comply with all Company Safety requirements in the office and on the jobsite.

- Must acknowledge that this position is “AT WILL.”

### **Required Training**

- Within 30 Days of Employment
  - Safety
    - NRS Safety Manual Training
    - Target Zero Certification
    - Drivers Safety Program (Must maintain the approved status during employment).
      - DDC Training Course MUST BE COMPLETED WITHIN ONE WEEK UPON RECEIVING EMPLOYMENT APPLICATION AND DETERMINATION THAT MVR STATUS IS ACCEPTABLE.
  - University of NorthStar Online Training Program
    - NRS SOP
    - Training Modules for
      - Time Sheets (Module 11)
      - Material and Equipment Sheets (Module 12)
      - Re-imbursements (Module 7)
      - ROM Preparation (Module 10)
      - Job Book Preparation (Module 13)
      - Understanding Checklists (Module 1)
      - Rolling Stock (Module 21)
      - Water Diverter Installation (Module 22)
      - The Dehumidification Formula (Module 23)
      - Cold Weather Safety (Module 25)
      - Client Communication (Module 3)
      - Damage Assessments (Module 4)
      - Drying Documentation (Module 5)
      - Reimbursements (Module 7)
    - Completion of NorthStar Reference Modules (Recurring Completion as Needed)

- Snow Removal (Reference Module 1)
  - ER Tool Kit (Reference Module 2)
  - Water Losses (Reference Module 3)
  - Hurricane Safety (Reference Module 4)
  - Email Signature Protocol (Reference Module 5)
  - How to Use BOX (Reference Module 6)
  - Job Site Emergency Preparedness (Reference Module 7)
  - Generator Operation & Safety (Reference Module 8)
  
- Within 60 Days of Employment
  - Safety
    - Blood Borne Pathogen certification
    - Achieve First Aid and CPR Certification. THIS CERTIFICATION MUST BE MAINTAINED THROUGHOUT THE ENTIRE PERIOD OF EMPLOYMENT
    - Achieve OSHA 30 Certification
    - Achieve 40 Hour HAZMAT Certification
  
- As Required Training
  - Participation in designated Company Wide Training is compulsory

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ HR Initial: \_\_\_\_\_ Date: \_\_\_\_\_