

## **Administrative Assistant - Construction**

Seeking an experienced, talented, detail-oriented Construction Administrative Assistant to join our fast-paced team. We are looking for a quality Administrative Assistant with a strong background in the Construction trades. The right candidate will maintain documents, conduct research, as well as retrieve and organize information and documents. This Construction Assistant would work under the supervision of Construction Department range of administrative and office support activities for the department.

### **Responsibilities**

- Assist project managers in coordination of all administrative requirements
- Communicate to customers regarding the project and keep them up to date on status
- Track outstanding documents and call customers to follow up
- Schedule meetings and maintain the office
- Provide initial "set up" of the job file
- Ensure reports include updated inspections
- Track and manage status of transactions and assist with due diligence activities
- Answer, screen and transfer inbound phone calls for construction department
- Handle requests for information and data
- Other administrative duties/projects as assigned by the Construction Department

### **Requirements**

- 2+ years of Administrative Assistance
- General knowledge of construction, contract agreements and project coordination
- Capacity to process and disseminate information quickly and accurately
- Drafting and/or proofreading correspondence
- Good communication skills both written and verbal
- Good command of PC skills incl. MS Word, Excel and PowerPoint
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy

### **Company Description**

Starting pay rate is based on current and/or past experience. We offer our employees competitive benefits including, tools to build a solid career, extensive and ongoing training, exceptional opportunities for advancement, opportunities for career growth, and much more. PMR, LLC is an Equal Opportunity Employer and proud Veteran friendly business. Our corporate office is located in Chanhassen, MN.

Interested in growing your career? Email [office@pmrcontractors.com](mailto:office@pmrcontractors.com) for an application.