

OPERATIONS ASSISTANT JOB DESCRIPTION

Job Title: Operations Assistant	Department: Contracts
Reports To: Contracts Manager	FLSA: Non-Exempt

1. PURPOSE OF JOB AND ESSENTIAL FUNCTIONS

Acts as liaison between the corporate office and the field-based construction managers.

2. PRIMARY RESPONSIBILITIES

- Subcontract processing and troubleshooting.
- Certified Payroll review and administration.
- Oversee Subcontractor qualification compliance:
 - Subcontractor insurance
 - Licensing
 - Tax I.D. status
 - Annual insurance audit
- Job cost reporting.
- Obtain and maintain log of 2nd tier supplier information for subcontractors.
- Creation and administration of all warranty books.
- Maintain professional relationships with vendors, subcontractors and other Company personnel.
- Perform all job related duties as assigned by supervisor.
- Maintain regular and predictable attendance.

3. KNOWLEDGE, SKILL AND ABILITIES

- Minimum of a high school diploma, college degree preferred.
- Proficiency with MS Office products and Adobe Acrobat Professional.
- Intermediate office administration and computer skills.
- Strong problem resolution skills.
- High level of attention to detail and ability to multi-task.
- Ability to appropriately handle confidential information.
- Strong interpersonal, communication, organizational and time management skills.

4. PHYSICAL DEMANDS/WORKING CONDITIONS/ENVIRONMENT

- Capable of lifting up to 25 lbs.
- Normal office duties, filing and storage of records.
- Occasionally required to climb, kneel, crouch or crawl.

Signature

Print Name

Date