

Construction Administrative Assistant Job Description

- Coordinates and schedules the building maintenance program
- Supervises the preparation of construction expenses to ensure accuracy and completeness
- Manages daily activities that maintain and operate the property, including managing related cash, collection, and disbursement activities
- Maintains work site equipment in operating condition
- Manages a variety of duties associated with building operations, including directing crews to specific tasks as needed or requested by management or client (e.g., arrange for contractors to paint or remove asbestos from a property)
- Performs various clerical tasks, such as running errands for project managers, performing payroll and maintaining records if required (e.g., managing petty cash)
- Maintains requirements for the safety of workers (e.g., extinguishing combustible materials, maintaining hazards and the building structure)
- Identifies and notifies contractors of any corrections or replacement needed on the property
- Supervises the preparation of quotations and contracts
- Receives all materials brought to the site that are related to maintenance or new construction
- Responsible for managing file system (systematic arrangement and retrieval of records, documents or information) within specified limits and following established procedures
- Retrieves requested information from various records within specified time frames
- Prepares periodic reports to management regarding building repairs, improvements and changes in inventory for long term maintenance needs

- Maintains accurate records, reports, receipts and other documents related to the project (e.g., work orders).