GRIFFON
CONSTRUCTION LLC

Construction Site Administrator

A reputable Builder/Developer from lower Hudson Valley is seeking an experienced Construction Site Administrator. The candidate should be well rounded and have a minimum of 5 year's experience performing this role or a similar one. Required skills are, good overall organization, ability to multi-task, computer literacy (proficient with ProCore, Word and Excel), be good team player able to work in a fast paced environment providing administrative support the onsite Project Management team.

Summary

Provide administrative support to the Project Manager, as well as other members of the Construction Management team. Responsible for managing the field office environment and will have daily interactions with Project Management team, including the PM, Construction Managers and Trade Contractors, Design Consultants, as well as, Municipal Officials and potential customers.

Will also be responsible for working harmoniously with all internal, inter-company departments, such as Development, Pre-Construction, Estimating, Accounting, Senior Management and Ownership. From time to time will be involved in confidential business matters and will be expected to exhibit professionalism and discretion when handling.

The overall responsibilities for managing the day-to-day operations of the Construction Field Office, which include but are not limited the following;

- Enforcement of all company policies and procedures with regard to Construction office operations
- Management of the telephone system, voicemail, fax machine, copiers, printers, computers, etc.
- Standard mail, Fed-X and all other means of distribution of plans, documents, etc.
- Establishing and maintaining filing systems
- Assist the onsite staff with the creation and distribution of daily reports, schedules, logs, tracking reports, checklists, scopes, contracts and all other administrative duties
- Office supply management
- Office equipment management
- Plan and document management
- General office organization

Education and/or Experience

A basic understanding of and or exposure to the Construction Industry, with a minimum of 5 years related experience. Must also exhibit the willingness to perform in the typical Construction Office environment, which does not always have the same resources as a corporate office.

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