

Title: Construction Project Administrator

Locations: McAllen, TX

SUMMARY

We are seeking a detail-oriented and organized Construction Project Administrator to join our team. The ideal candidate will have three to five years of experience in the utility construction field and have strong knowledge of high voltage electrical work. This position will play a crucial role in supporting the management team by handling various administrative tasks, ensuring smooth project operations, and maintaining effective communication among stakeholders. This position requires strong computer literacy, excellent organizational skills, and the ability to manage multiple priorities in a fast-paced environment.

DUTIES:

- Provide administrative support to the construction management team, including document preparation and filing.
- Manage calendars, schedule meetings, and coordinate appointments for project managers.
- Maintain accurate records of project documentation and correspondence.
- Assist with data entry tasks, ensuring all information is up-to-date and accurately recorded.
- Communicate effectively with clients, subcontractors, and suppliers via phone and email while demonstrating excellent phone etiquette.
- Utilize Google Workspace for document creation, collaboration, and sharing among team members.
- Support the preparation of reports and presentations as needed.
- Ensure compliance with company policies and procedures throughout all administrative processes.

SKILLS:

- Strong computer literacy with proficiency in Google Workspace applications (Docs, Sheets, Drive).
- Excellent calendar management skills to coordinate schedules effectively.
- Bilingual in Spanish preferred.
- Familiarity with administrative tasks within the construction industry preferred
- Strong organizational skills required
- Demonstrated ability to maintain professionalism in all communications and interactions.
- Ability to work independently as well as collaboratively within a team environment.
- We encourage candidates who meet these qualifications to apply for this exciting opportunity to contribute to our projects' success.