**Construction Project Administrator**

**Coblaco Services, Inc.**

Coblaco Services is a Colorado-based industrial coatings contractor that has been in business for over 40 years. Our company is growing rapidly, and we are currently hiring immediately for a Construction Project Administrator to join our team, assisting the Administrative Manager as well as Project Directors/Engineers with various administrative and communicative functions.

Primary Responsibilities:

* Assisting with daily administrative tasks on multiple projects.
* Creating purchase orders for project supplies and receives corresponding deliveries.
* Tracking and maintaining employee timecard and PTO information, as well as collecting updated employee credentials, as needed.
* Assisting in organizing technical responses to customers, owners, and engineers for all projects, including budget, proposals, submittals, engineering questions and situational challenges, per project.
* Gathering all project information from customer or sales personnel; documenting in company CRM software Pipedrive, and establishing project file and updates as necessary, as the project develops.
* Monitoring and following Sales Process in Pipedrive.
* Helping with the organization and delivery of all submittals needed for sold business requiring these documents.
* Assisting Administrative Manager with all awarded project startup requirements, as needed.
* Assisting Facility Operations Administrator with general administrative tasks, as needed.
* Maintaining electronic and physical files for: company projects, customer correspondence, accounts payable and accounts receivable.

Preferred Experience and Qualifications:

The ideal candidate will have experience working in a construction environment as well as office administration. Additional qualifications include:

* Proficiency with Microsoft Office
* Excellent verbal and written communication skills
* Team player and self-starter
* Possess critical thinking, analytical, and communication skills with attention to detail
* Time management

Coblaco will provide the necessary tools and training for company software systems.

This position will be compensated between $45,000 and $65,000 depending on experience.

Coblaco offers its team members competitive benefits including:

* 401(k) participation and employer match
* Medical benefits as well as Employee Assistance Program (EAP)
* Paid time off (PTO) and 6 paid holidays annually

This is an in-office position. Hours are Monday – Friday, 7:00 a.m. – 4:00 p.m. Coblaco’s facility is located in Henderson, CO, conveniently close to E470 and Highway 85. Parking is free.

Coblaco provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Applicants are E-verified and must possess current and valid driver license.