
Office Coordinator

We are looking for a skilled Office Coordinator to undertake a variety of day-to-day office and clerical tasks. You will be an integral part in ensuring that our excavation department run smoothly and are successful in supporting other business activities. We are looking for someone who can operate as a cross between office administration and contract administration. You **MUST** have **equipment related experience** either with a rental company, a maintenance shop, or in the construction industry.

Responsibilities

- Project Administration:
 - Create and maintain the network folders for all projects ensuring all proper documents are tracked including job cost sheets, contracts, change orders, etc.
 - Set up new projects in Spectrum per procedure, including entering budgets, starting projections, and entering schedule of values.
 - Update Spectrum with new and updated budgeted, approved and executed change orders from the Job Cost Sheet, maintained by the Project Manager.
 - Prepare monthly bills including intercompany invoices, Customer Invoices, and AIA Draw Requests. Submit billings to customers per contract documents.
 - Track and regularly follow up on submitted bills to confirm receipt, approval and proper processing.

- Purchase Orders:
 - Communicate with BAX Foreman to issue and track purchase orders. Collect the required information to ensure proper matching to received invoices.
 - Research BAX invoices received that do not match the purchase order log to assign job numbers, task codes, as necessary.

- Equipment Tracking:
 - Maintain BAX equipment tracking log in Spectrum for owned and rented equipment with weekly updates to Division Manager.
 - Add new equipment to Spectrum equipment control maintenance as needed.

- Other Tasks:
 - Assist estimating with the bidding process as needed.
 - Maintain bid log.
 - Other administrative tasks as needed.

General

This is a full-time, benefit eligible position.
Schedule is Monday-Friday 7:30am-4:30pm with a 1-hour break for lunch.
Salary will be determined based on experience.

Job Type: Full-time

Pay: \$20.00 - \$25.00 per hour