**GENERAL DESCRIPTION**

Administers and assists with the initiatives of all construction projects in accordance with Construction One’s Mission and Principles

- Upload and transfer of project drawings
- Contact landlords and owners for project information
- Assists the Estimating department on phone calls, subcontractor search and bidding new projects as needed
- Development of project reports and maintenance
- Enters relevant data within the Estimating database (Smartbid.net) to add new subcontractors
- Enters relevant data within the Estimating database to keep all information current and up to date
- Brings innovative ideas of problem solving to the table in relation to the Estimating database and the software capabilities
- Additional duties as required

**WORK EXPERIENCE TOOLS / REQUIREMENTS**

- Organizational, communication, creative, team focused, administrative, computer and interpersonal skills commensurate with the requirements of the position

**EDUCATION REQUIREMENTS**

- Associates or Bachelor’s Degree in construction management or equivalent.