Division/Department: Operations
Location: Construction One office / Columbus Ohio
Job Title: Operations Administrator
Reports to: Operations Manager Interacts with: Owners, Employees, Vendors, Subcontractors & Customers

<table>
<thead>
<tr>
<th>Type of position:</th>
<th>Hours</th>
<th>Exempt</th>
<th>Nonexempt</th>
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<tbody>
<tr>
<td>X Full-time</td>
<td>40</td>
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Mon – Fri: 8:00am – 5:00pm

GENERAL DESCRIPTION
To assist in operations in improving customer relations and satisfaction by completing projects on time, on or below budget while continuing to meet customer quality in accordance with the Company's mission and principles.

- Manage and facility all warranty items coordinating between the customer, vendors, subcontractors and Company. Handle all documentation for client follow up
- Works with administers and is responsible for the registration and documentation of filing for local, city, and county licensing on all jobs
- Prepare NOCs for all projects
- Assist the Project Managers with the distribution of construction documents to subcontractors and field personnel
- Coordinates the compilation of close out binders from start to finish
- Build and maintain update superintendent manuals
- Build and maintain update client manuals
- Continuously improve customer satisfaction, projects on time, while meeting the customer's quality and cost expectations
- Assist the Project Managers in their operations while they travel
- Assisting with the company's safety directives on an as needed (approved) basis
- Interact with Project Managers, Superintendents, Subcontractors, and Vendors
- Other tasks as assigned as necessary

WORK EXPERIENCE TOOLS / REQUIREMENTS
- Multitasking, working well with a team and independently, basic knowledge of reading blueprints, strong negotiation skills
- Computer proficiency in a Windows environment, especially Excel
- Strong organizational and communication skills

EDUCATION REQUIREMENTS
- Associates Degree with training in construction management