

Administrative Assistant

McGillivray Construction Company requires an Administrative Assistant for assistance with coordinating clerical duties in office. This position offers excellent salary, benefits and working environment. Construction experience is preferred; however, we will train the right person providing you have strong computer and communications skills. Familiarity with Microsoft Office, RFI's, submittals, insurance certificates, and certified payroll is highly preferred.

Duties include the following:

- Regular interaction with: Project Managers, Project Superintendents, Subcontractors, Owners or Owner's Representative, Vendors and Insurance companies for issues related to ongoing projects.
- Creating and maintaining all electric files and hard files for operational duties of ongoing projects, including the following: subcontractor agreements, RFI's and logs, Change Orders and logs, Submittals and logs.
- Filing & scanning documents as assigned by Project Coordinators, Project Managers and Superintendents.
- Answering and directing phone calls.
- Sending, receiving, and distributing mail.
- Managing communications surrounding insurance certificates for subcontractors. Maintaining valid and current insurance certificates for all subcontractors on active jobsites.
- Assist with data entry and input as needed.