



Job Title:	Project Administrator	Job Category:	Administrative
Location:	Albany, OR	Travel Required:	Yes
Level/ Salary Range:	\$15-\$20 hr	Position Type:	Full time

Primary Duties

Accurate and timely data entry in job cost system. Distribution of job cost reports. Ensure compliance of subcontractors.

- Setup project on file server and in Corecon.
- Print and update plan sets as required
- Assist project team in closeouts
- Assist project team in estimating for projects, CPRs, etc.
- Compile, publish, post and maintain project directory
- Enter new vendors and subcontractors in system
- Assist Project Engineers with submittals and RFIs
- Enter all direct job costs for materials, equipment, subcontractor invoicing
- Assist project team with documentation requirements of each project i.e. job books, certified payroll, jobsite postings, etc.
- Maintain compliance of subcontractors.
- Perform additional assignments per Project Manager or Project Engineer direction.

Expectations

- Know, understand, and live the BGCI Mission, Vision, and Core Values and use them to guide daily activities.
- Present professional, friendly, and supportive attitude in all inter-actions with others.
- At time of subcontractor payment, 90% of subcontractors are in compliance.
- Accurate data entry.
- Achieve annual goals.

About Baldwin

Baldwin General Contracting is an Oregon based, full service contractor with broad experience serving both public – and private – sector clients. Baldwin General is one of the region’s most productive and respected providers of construction services, serving a wide array of markets in Oregon, Washington, and Idaho. We oversee projects from small tenant improvements to some of the area’s most recognizable architectural landmarks.