



Construction Administrator Bridge City Design-Build

Location: Pittsburgh, PA

Company Overview:

For the last 20 years, Bridge City Design-Build has been providing quality remodeling services to homeowners and businesses in the Pittsburgh area. Our company has one goal: to give our clients personalized service with critical attention to detail. For some projects and jobs, travel may be required; however, the majority of our jobs are within 20 miles of our office located in the North Shore of Pittsburgh. The salary for employees is commensurate with experience and level of skills. We have plenty of work to get done; therefore, one will not get bored here!

Job Overview:

Bridge City is looking for a Construction Administrator to manage all administrative aspects of construction projects from beginning to end. In addition to our healthcare company, SignatureDx, this individual will split their time between SignatureDx and Bridge City to provide administrative support. The Construction Administrator will help the team ensure all jobs and projects stay on track and meet quality standards. This role must be able to consistently maintain communication with employees, supervisors, contractors, clients, etc. As a Construction Administrator, you will be responsible for answering company phone and email inquiries as well as answering customer/vendor questions. The ideal candidate will possess excellent organization, attention to detail, and time management skills. The Construction Administrator will also need to coordinate with the Project Manager in ordering supplies, materials, permits, and monitoring inventory. This individual will report directly to the Human Resources team.

Roles:

- Interact with employees, clients, architects, engineers and to understand and incorporate project objectives, schedules, permits, costs, etc.
- Maintaining records of all job/project activities such as labor costs, material costs, and subcontractor information.
- Log submittals and supporting documentations throughout duration of project.
- Review materials submittals for compliance to quality and design specifications.
- Schedule and attend meetings for company updates and project overviews.
- Track orders inbound and outbound.
- Follow up on leads and proposals.
- Manage and maintain schedules.
- Prepare all notice to owners, certificates of insurance, and AIA billings for projects.
- Occasional travel between our office locations and job sites.
- General office and administrative support as needed.

**SignatureDx Roles:**

- Documenting and following up on important actions and decisions from incidents.
- General administrative duties.
- Assists HR team in volunteer opportunities and community drives.
- Order and pick up lunch for a company meeting.
- Answer phones and greet guests, setting a tone for the office.
- Assist HR team in special events research, coordination, implementation.
- Helps employees in the office as needed.
- Maintain communication with building tenants and provide assistance as needed.
- Oversee and manage the scheduling of conference rooms for employees and building tenants.
- Manage and deliver building tenant mail/packages.
- Weekly office shopping.
- Maintain cleanliness of 5th and 6th floor kitchens including loading and unloading dishwasher.
- General organization of office.
- Special projects and assignments as needed.
- Assist HR team as needed.
- Other duties as assigned.

Requirements:

- Demonstrable experience as an administrator or office manager.
- Reliable source of transportation required.
- Customer service skills required.
- Basic accounting, bookkeeping, and math skills required.
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint.
- Must be flexible and adaptive to change.
- Excellent research, writing, and communication skills required.
- Positive attitude and professionalism required.
- Construction experience highly preferred.

Experience:

- Construction administrative: 1 year (Preferred)
- Administrative: 1 year (Required)
- Office management: 1 year (Required)
- Schedule management: 2 years (Required)
- Meeting facilitation: 2 years (Required)

Salary:

- \$18-\$22 an hour

Pay Frequency:

- Bi-Weekly



Benefits:

- 401K Match
- Paid holidays
- Aflac available
- Disability Insurance
- Life insurance available
- Flexible schedule possible
- Health/vision/dental available

Job Type:

Full-time, Part-Time

License:

Driver's License (Required)

Work Location:

Primarily within 20 miles of our Northshore office in Pittsburgh, PA

Typical Shift Days:

Monday-Friday, Shift and schedule, 8-hour shift, Day shift

Expected hours: 30 – 40 per week

Travel:

Up to 75% travel

Work Location:

In person

Ability to Commute:

Pittsburgh, PA (Required)

Ability to Relocate:

Pittsburgh, PA: Relocate before starting work (Required)

EEOC Statement:

Bridge City is an Equal opportunity Employer which means it will comply with all laws prohibiting discrimination against employees and applicants based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, citizenship status, disability, genetic information, or veterans' status.

How to Apply:

Interested in applying? Please email an updated resume to HR Generalist Renee' Burch at

Renee@signaturedx.com. Thank you.