

## **PROJECT BUSINESS ADMINISTRATOR**

Arrowhead Contracting, Inc. is a diversified general construction and environmental remediation firm based in the metropolitan Kansas City area. For over 34 years, Arrowhead has maintained an impressive track record of continuous growth, diversification, and stability. Arrowhead serves a variety of clients, including the Environmental Protection Agency, US Army Corps of Engineers, Department of Defense, Civilian Federal Agencies, Industrial, Utility, and Native American Tribes. We provide multi-discipline construction and environmental remediation services at project sites throughout the country.

Arrowhead offers highly motivated individuals excellent career growth opportunities, competitive salary and bonus compensation, and a full benefits package.

### **POSITION SUMMARY**

Arrowhead is currently seeking an experienced Project Business Administrator to serve on our field team to provide cleanup, response, and construction services to the United States EPA under our Abandoned Mine Response and Construction Services (AMRCS) contract. The primary focus of this contract will be former uranium mining-related sites on or within the Navajo Nation (within EPA Region 9 in Arizona and Region 6 in New Mexico) and within the Grants Mining District (located in EPA Region 6).

### **FUNCTIONS OF THE POSITION**

- Create and maintain project, subcontract, accounts payable, and miscellaneous items.
- Review vendor invoices, ensure compliance with purchase orders, and prepare approval documentation for the project manager.
- Type correspondence, process mail, arrange courier service, make copies, and make travel arrangements as needed.
- Coordinate and administer the acquisition of materials and supplies.
- Have knowledge of prime contract and subcontractor agreements for the project.
- Prepare contractor daily cost reports for submittal to the client.
- Monitor budgets, schedules, cost reports, and job progress and review with superintendent and project manager.
- Maintain project cost accruals and Work-In-Progress (WIP) schedules.
- Process payment requisitions.
- Generate verbal and written communications required to meet administrative requirements of jobs.
- Manage submittals, RFIs, and transmittals.
- Monitor the planning for safety on the job, application of safety rules, regulations, and programs applicable to individual job sites.
- Maintain a positive image of company with vendors, subcontractors, clients, and teammates.
- Other duties, as assigned.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Associate of Arts or Bachelor of Arts in Accounting, Finance, or General Business, plus a minimum of two years in bookkeeping or cost administration; OR high school diploma plus five years of relevant skills and experience.
- Ability and willingness to travel extensively. This is a field position that will require the candidate to be on-site throughout the duration of the project (periodic trips to home base are allowed).
- Ability to logistically plan material and supply deliveries to remote site locations in advance of needed dates.
- Ability to establish and maintain a positive image of the company among vendors, subcontractors, clients, and teaming partners.
- Proficiency in Microsoft Word, Excel, and Project.

### **DISCLAIMER**

The above information in this job summary has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contact or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.  
EOE/M/F/D/V