

PROJECT BUSINESS ADMINISTRATOR

Arrowhead Contracting, Inc. is a diversified construction and environmental remediation firm based in the metropolitan Kansas City area. For over 30 years, Arrowhead has maintained an impressive track record of continuous growth, diversification, and stability. Arrowhead primarily serves Federal Agency (USEPA, USACE) and Commercial clientele, providing 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.

REQUIRED EXPERIENCE AND SKILLSETS FOR POSITION

- Possess an AA or BA 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.
- Have the ability and willingness to travel extensively. This is a field position that will require the candidate to be on location throughout the duration of the project (periodic trips to home base are allowed).
- Possess the ability to logistically plan material and supply deliveries to remote site locations in advance of project need dates.
- Have the ability to establish and maintain a positive image of the company among vendors, subcontractors, clients, and teaming partners.
- Be proficient in Microsoft Word, Excel, and Project.

SALARY RANGE

- \$50,000 to \$80,000

DISCLAIMER

The above information on 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 be a contract or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.