**PROJECT ADMIN**

**Roles and Responsibilities:**

1. Track, Log and File all Proposals and Contracts.
2. Create job files
3. Schedule Pre-Planning Meetings
4. Prepare project specific material and equipment submittals as directed by the PM.
5. Assist PM/PE with material and equipment quotes.
6. Maintain file and area organization
7. Print Labels
8. Track Rentals and provide weekly reports
9. Track and maintain log for temp power spider boxes.
10. Track and maintain log for calibrations