



Construction Project Engineer:

Job Title:	Construction Administrator		
Department/Group:	DIG Contracting	Job Code/ Req#:	
<p>Description: DIG Contracting is looking for a Construction Administrator who will be responsible for organizational aspects of contract processing to ensure proper preparation, review and administration of contracts and their associated requirements during various stages of the construction process.</p>			
<p>Job Description: Roles and Responsibilities are listed but not limited to the following</p>			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Make phone calls • Keep track of budgets and project expenditures • Help to set up project meetings and handle the minute-taking at meetings • Keep the project calendar up to date • Track projects • Offer suggestions to improve efficiencies • Maintain compliance regulations • Set up and maintain project files for each assigned project. • Assist Project Manager in creating and maintaining of all Commitment Agreements (Contracts/Purchase Orders), Change Orders, etc. • Maintain current insurance certificates and proper documentation for each Subcontractor to ensure compliance with Contract Documents. (Verifies COI's and W-9's for all vendors.) • Support project field staff with orders and communication needs. • Ensure Project Superintendent receives copies of all executed Commitment Agreements and any other required documents. • Maintain Status Log(s) for your assigned project(s) to ensure proper workflow. • Establish and maintain positive communications with Subcontractors. • Familiarize yourself with Cost Code system to be used with Commitments and billings. • Perform monthly balance inquires for subcontractors and suppliers. • Prepare conditional and unconditional waivers for subcontractor payment. • Assist with Front Desk Receptionist responsibilities during lunch breaks and absences including answering phones, greeting guests, stocking of supplies, and maintaining office calendar. • The above outline of duties is not arranged in order of priority. Those duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered to suit the needs of the company. 			



ADDITIONAL NOTES ON POSITION:

We are a great company who has built many commercial projects in Fort Worth and Dallas Metroplex. We require a candidate with 2-3 yrs. experience in a construction administration, or similar role. A degree in Construction Management is highly desirable. Must have experience in Microsoft Office, Project, etc. We are looking for career-oriented candidates that want to grow with us. Only applicants that meet the above stated requirements will be considered.

Please send us a resume, cover letter and references to info@dig-contracting.com. This will be a 1099 contract position based on experience. If a resume does not include references it will not be considered.