

C&J TECHNICAL SOLUTIONS AND SERVICES, INC

Division/Department	Operations
Reporting Location	Santa Ana, CA
Job Title	Project Administrator
Reports to	Title

Level/Grade	Professional	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contract	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

This position will support operations of the Santa Ana Office Operations Department. The position offers opportunities for growth with a growing North American Company. This position requires an individual that is focused, organized, flexible and possess strong administrative skills. This position requires great responsibility and proper time management. The project administrator should be able to define the tools, templates and techniques used in the company's project initiation, planning, development, monitoring and execution and closing. Candidate must possess the ability to work with limited direction and supervision in a fast-paced office environment. Travel will be minimal.

DUTIES

- Professional presentation with strong interpersonal skills over the phone and in person is required as this person is generally in direct contact with clients and other external contacts.
- Directly responsible to maintain confidentiality and protect/secure information and appropriate documents, always.
- An advanced level of computer skills with Microsoft Office applications (Excel, Word, Access, PowerPoint, Outlook). This includes the ability to apply advanced formatting to MS Word documents, to build Excel spreadsheets, and to create MS Access queries, forms and reports.
- Assist principal in writing reports for LEED and Commissioning under his guidance.
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need).
- Reviews, comments and/or edits incoming/outgoing documents, e.g., contractual agreements, correspondence, reports, etc., for completeness, accuracy, format compliance with Corporation policies and procedures, and appropriate English usage.
- Develop documents for internal project kick off meeting package.
- Arrange and lead internal staff meetings and take meeting minutes. Develop action items and distribute to appropriate team members.
- Update job status in MS Access weekly so that it is available for review at the team meeting.
- Assumes responsibility for working with project team members and maintaining complete and accurate records for multiple jobs – working with multiple engineering project leads, engineers and accountants.
- Set up and maintain RFI and submittal logs. Receive and input RFI's and submittal in the logs and electronically file in the appropriate project folder. Notify the responsible team member and follow up with them to ensure schedules are met.

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<ul style="list-style-type: none"> Assumes the responsibility for ensuring that work area is clean, secure, well-maintained and for completing special projects and miscellaneous assignments as required. Use of most current templates for standard documents. Ability to update the project calendar based on information provided at weekly project meetings. Accountable for generating, developing and composing correspondence from minimum instructions. Maintain open and frequent communication with the principal or responsible in-charge to ensure priorities are set and expectations are clear. Ability to use tact, discretion, initiative, professionalism and independent judgment in establishing and maintaining a cooperative, effective and productive professional working relationships with each staff member during work in the office and when representing the Corporation outside of the office, e.g., meeting with Clients/Customers and Stakeholders. Participate in the continuous development and implementation of company policies and procedures. Assist in making project related travel arrangements, compilation of expense statements, receipts and reimbursements. Willingness to learn new skills/methods and attend outside training classes reimbursed by the Corporation. Perform general administrative tasks such as answering phones, faxing, copying, filing, organizing, mailing, and expediting information as needed by each team member. Order office supplies and monitor inventory. Duties may change from time to time at the employer's discretion. 	
CORE COMPETENCIES	
<p>Customer Service: Manages difficult or emotional Client/Customer situations; Responds promptly to Client/Customer needs; Solicits Client/Customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.</p> <p>Oral Communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.</p> <p>Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.</p> <p>Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies Principal Engineer or appropriate person with an alternate plan if a deadline cannot be met.</p> <p>Quantity: Meets productivity standards; Completes work in timely manner; Strives to improve productivity; Works efficiently and quickly.</p> <p>Listening: Practices attentive and active listening, has the patience to understand engineering staff frustrated concerns. Has the ability to accurately restate the opinions/concerns of staff members even when he/she has opposing points of view. Has the patience to hear people out.</p> <p>Organizing: Ability to orchestrate multiple activities simultaneously to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a logistical format per Corporation guidelines.</p> <p>Written Communication: Is able to write clearly and concisely in a variety of communication settings and styles, can be direct in assuring an understanding of the communication intent, and its impact effect. Edits work effort of others for spelling and grammar; Varies writing style to meet Client/Customer needs; Presents numerical data effectively; Has the ability to read, interpret and summarize briefly received information.</p>	

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EDUCATION AND WORK EXPERIENCE REQUIREMENTS

Bachelor's degree in related field from a four-year college or technical school plus two years relevant experience or equivalent combination of relevant work, education and experience.

LICENCES AND CERTIFICATIONS

A valid California driver license is desirable (must maintain a satisfactory driving record).

LANGUAGE SKILLS

Fluent English (Knowledge of correct English usage including spelling, grammar, punctuation and vocabulary)

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to talk and/or hear. The employee is occasionally required to stand, walk and sit. The noise level in the work environment is usually moderate.

Employee Statement:

I certify that I have read and understand the contents of my job description. I understand that my job responsibilities may be changed at any time. Furthermore, I understand that this is not a contract and does not alter the at-will nature of my employment.

Employee Name

Employee Signature

Date