



PROJECT ADMINISTRATOR JOB DESCRIPTION & RESPONSIBILITIES

Southpaw Solutions is a full service general contractor focused on delivering exceptional construction services to commercial clients. We aim to deliver a high level of professionalism and execution to small commercial projects. We differentiate ourselves from the competition by delivering projects on time at a high level of quality with minimal change orders. Our company mantras are: “Commercial Construction Made Easy” “Small Projects Big Ideas” & “No Change Orders Unless The Plans Change.” We serve local small businesses in the Upstate South Carolina market and national clients in the commercial sector. We believe in hiring talented people and empowering them with the tools and technology they need to succeed. We strive to offer unsurpassed home office support for our Traveling Superintendents. We believe in cultivating a spirit of fair partnership and teamwork with our Subcontractors. We will move mountains for our clients.

Position Summary:

The Project Administrator is responsible for ensuring that all relevant Project Information and Documentation is obtained, organized, and maintained in a clear and concise manner. The Project Administrator will be responsible for processing all construction contract documents such as plans and specifications, contracts and change orders, pay applications, submittals, shop drawings, RFI's, insurance certificates, permits, and lien waivers. The Project Administrator will support Project Managers and Construction Superintendents in the execution of construction projects throughout the United States.

Essential Duties:

- ◊ Organize and File Essential Project Documentation in the company's cloud based project management system
- ◊ Obtain and process pay applications and lien waivers
- ◊ Process and distribute contract documents and plan revisions
- ◊ Assist Project Managers in obtaining subcontractor bids and change order pricing
- ◊ Support Project Superintendents with procurement of necessary jobsite services (Temp labor, dumpster, rental equipment etc)
- ◊ Process submittals, shop drawings, and RFIs
- ◊ Maintain current insurance certificates for subcontractors and suppliers
- ◊ Prepare contracts, change orders, and pay applications for clients
- ◊ Other duties as required to facilitate the administration of construction contracts

Desired Skills Include:

- ◊ Strong communication and relationship building skills
- ◊ Positive attitude
- ◊ Ability to meet deadlines & hold others accountable
- ◊ Strong interpersonal skills
- ◊ Professional communication skills (written/oral)
- ◊ Organized with ability to manage multiple tasks simultaneously
- ◊ Must work efficiently under minimal supervision
- ◊ Must be a detail-oriented, organized, persistent and conscientious individual

Qualifications:

- ◊ College Education Associates Degree or Higher Preferred
- ◊ Commercial Construction Experience Preferred
- ◊ Proficiency using a personal computer, tablet, and smartphone
- ◊ Experience with Procore, Smartsheet, Building Connected, and Google Workspace Preferred

Physical Requirements:

**Southpaw Solutions LLC
141 Traction Street Suite 44
Greenville, SC 29611**



To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours per day, and frequently lift and carry objects up to 25 pounds. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

Compensation:

Salary - Full Time FLSA Exempt

Bonus

Health Insurance, Visual, and Dental Plans

Job Type: Full-time

Work Location: Office

Reports To: Project Manager