



Blue Water Builders, Inc. is a commercial General Contractor specializing in the Industrial, Office, and Retail build-out construction field.

Blue Water Builders, Inc. NOW HIRING CONSTRUCTION ADMINISTRATOR

Job Duties include but are not limited to:

- Assist the project management and project engineer team in a variety of manners.
- Act as the onsite contact communicating with tenants, vendors and staff members.
- Prepare meeting reports and maintain project spreadsheets.
- Assist in the preparation of contracts and the RFP process.
- Monitor sub-contractor and supplier certificates of insurance.
- Assist in the monthly billing reconciliations.
- Establish and maintain client and subcontractor files.

Qualifications:

- Candidate will have a four-year degree from a college or university.
- Candidate will have a minimum of 3-5 years experience.
- Excellent organizational and communication skills.
- Basic financial understanding to assist with contracts, budgeting and reporting.
- Must be proficient in Microsoft Outlook, Word & Excel.
- Quickbooks or similar financial software experience is a plus.
- Demonstrate leadership skills with ability and willingness to face challenges, direct others, and effectively address conflict.
- Act in a manner of integrity that shows support for the company, its values, and the employees, while maintaining constant focus on exceeding customer requirements and expectations.

To apply:

Applicants interested in this position are encouraged to apply via email to info@bwbuild.com. Please send a Cover Letter and Resume.