



Alaska | Idaho | Montana | Oregon | Washington

## Job Description

Title: Administrative Coordinator	Reports to: Construction Manager
Pay: DOE	

### Summary:

The Administrative Coordinator to the Construction Team's function is to assist the Construction Team with the administration and coordination of 15-20 projects simultaneously. This will be accomplished by keeping track of all incoming and outgoing emails, documents, correspondence and phone calls. Following through with an appropriate action in a timely and organized fashion is mandatory.

### KEY FUNCTIONS

- Coordinate construction schedules
- Manage Calendar for the Construction team
- Manage and submit expense reports
- Receive and Manage phone calls as needed
- Create Files and Maintain filing system
- Data Entry and Updating of available reports / proposals
- Verify Contract Waivers and Submit in their correct format
- All other duties as assigned

### JOB REQUIREMENTS

- Minimum Education - High School Diploma
- Minimum 5 years of Administration/Coordinator experience
- Excellent computer skills to include Excel & Word
- Excellent customer service skills
- Ability to multi-task
- Strong verbal and written communication skills
- Detail oriented
- Ability to work independently
- MUST BE ABLE TO TRAVEL OUT OF STATE if needed

**Full Time Benefits:** Health insurance, dental insurance, vision insurance, 401(k), paid holidays, and paid vacation

### Office Headquarters

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