

PROJECT MANAGER ASSISTANT/ OFFICE ADMINISTRATIVE ASSISTANT

Company Background: Garco Construction, Inc. is an ENR Top 400 general contractor with offices in Spokane and Tacoma, Washington. In addition to self-performing a substantial amount of construction, Garco provides high quality design build services through our in house architect and design department, as well as through strong partnerships with local and national architectural and engineering firms. We achieve this by employing highly qualified people, emphasizing advanced technology, continuing education, high safety standards and quality control.

Key Responsibilities: The Project Manager Assistant/Office Administrative Assistant will work in our Tacoma, WA office, and must have a construction background. In this role, the qualified applicant will provide administrative and secretarial support as well as coordinate the activities of a project to ensure cost, schedule and quality standards are met. The essential functions of the position include but are not limited to the following:

- Exercise independent judgment related to day-to-day administration and efficiently and effectively handle multiple and shifting priorities
- Organize and prioritize large volumes of information
- Respond to non-routine correspondence and assemble confidential and non-confidential information, and deal with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization
- Prepare, finalize, and maintain project related documents to include but not be limited to: Subcontracts, Purchase Orders, Change Orders, Submittals, Request for Information, Pay Applications, Daily Field Reports, etc.
- Perform filing, copying and data entry. Type and design general correspondence, construction documents, tables, graphs, etc. Proofread copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarify of final copy
- Assist with assigned elements of project closeout, including punch list, operation & maintenance manuals, warranty review and procurement, and required owner training
- Communicate effectively, both verbally and in writing, with a variety of individuals and groups, clients, subcontractors, individual employees, jobsite teams, and company executives
- Work independently and within a team on special nonrecurring and ongoing projects
- Other responsibilities will include photocopying, assembling documents for project administration, and coordinating with field and office personnel

The ideal candidate will have demonstrated interpersonal skills with a variety of individuals and groups, clients, subcontractors, individual employees, jobsite teams, and company executives. The qualified candidate will also have strong relationship building skills, effective communication, and the ability organize and evaluate information and proactively find solutions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements:

- Associate's Degree preferred
- Minimum of 2 years related experience preferred (commercial or heavy civil construction)
- Proficiency in Word, Excel, and Power Point
- Experience with Spectrum® Construction Software preferred but not required
- Pass a Pre-Employment Drug Test

Physical Demands: The duties of this job require the employee to regularly communicate with others in person, on the phone and/or via the computer and work primarily on a construction jobsite. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and use a computer. The employee may occasionally need to lift and/or move up to 30 pounds, with or without reasonable accommodations.

POSITION TYPE/EXPECTED HOURS OF WORK: This is full-time position, Monday through Friday. **Competitive pay and benefits. Please send a cover letter and resume to: hr@garco.com. This job opening will remain open until filled.**

NOTE: Please review the VOLUNTARY Applicant Self-Identification Forms for Women/Minorities, Veterans and Individuals with Disabilities on our website at <http://www.garco.com/careers>. Completing the Form(s) is entirely voluntary; the information is kept confidential and is used to study efforts to attract diverse pools of qualified applicants and to ensure equal employment opportunity. If you choose to complete the form(s), please submit with your application materials.

Garco Construction is an equal employment opportunity / affirmative action employer. Garco Construction provides equal employment opportunity to all employees and qualified applicants for employment free from unlawful discrimination based on race, color, religion, gender, age, national origin, disabled status, protected veteran status, marital status, sexual orientation, gender identity, genetic information or any other status or condition protected by local, state or federal law. We encourage qualified persons of every heritage, nation, gender, veteran or disability status, age, religion, sexual orientation, gender identity, or other protected status to apply. The federally required posting explaining the equal employment opportunity rights of applicants and prohibiting unlawful bias may be found by visiting this website: <http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>