



Serving clients throughout the Mid-Atlantic region and beyond, Warfel Construction Company is widely regarded among the industry for its efforts in sustainable building practices, ethical standards, and providing innovative construction solutions. Warfel's mission is to develop Clients for Life® by striving to understand the goals of our clients intimately, promoting collaborative teamwork, and delivering projects in an efficient manner. Offering a full-spectrum of construction solutions, Warfel services include preconstruction planning, general construction, construction management, design-build, facility maintenance and real estate development.

Warfel Construction Company is currently searching for a **Project Administrator** to join our team based in East Petersburg, PA. Primary goals for a Project Administrator (PA) will focus on providing ongoing support to the project management and operations teams with various project-related duties.

Project Administrators will report directly to the Office Manager, with functional alignment to Project Executives based on assigned projects.

Job responsibilities include, but are not limited to, the following:

- Interacts with the project team to support the Project Executive, Senior Project Manager, Field Supervisors, Project Manager, Project Engineer and Field Engineers.
- Set up and distribute project documentation in computer software systems. These include but are not limited to submittals, RFIs, contract documents, contracts, change orders, meeting minutes, AIA invoices, schedules and memorandum.
- Attend in-house project meetings.
- Visit jobsites several times a year, as needed, to better understand construction process and ensure visibility to project team.
- Responsible for daily communication with subcontractors/suppliers on contracts, submittals, RFI's and payments.
- Responsible for management of Owner Invoice processing and Subcontractor Payment system. This includes responsibility to track down and receive all compliance documentation, per Standard Operating Procedures (SOP's).
- Prioritize workload.
- Utilize software to track and update projects.
- Maintain company confidential information with regards to all accounting activities.
- Perform data entry on multiple computer programs.



- Distribution of various forms, documents, AIA invoices, contracts, purchase orders, change orders.

**QUALIFICATIONS:**

- High School diploma or GED equivalent
- Post high school degree and / or college experience helpful, but not required
- Successful organizational skills
- Excellent written and verbal communication skills
- Ability to work in a detailed and accurate manner
- Computer literacy skills and application
- Demonstrate ability to interact as a team player
- Ability to multi-task based on priorities
- Learning agility and retention skills
- Teamwork is a key component within Warfel. Working together with other employees and departments is essential to a successful work environment

**Competitive pay and benefits offered. Warfel is an equal opportunity employer.**