

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/13/2024



94577

San Leandro, CA, 94577

Document Controller

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.00 to \$35.00 hourly
Employment status: Contract / Temporary

Description

Fast growing construction company looking for new talent in San Leandro

RESPONSIBILITIES

- Prepare/submit invoices with pay applications to customers - includes AIA and T& M invoices
- Analyze contracts for billing requirements for proper processing of bills
- Manage submittal of conditional and unconditional lien releases
- Investigate and resolve billing inquiries
- Administer subcontractor prequal including getting intended sub IIPP, W-9, COI, and CSLB.
- Coordinate permit acquisition and relay billing to AR.
- Maintain Job Files (set-up and close out job files ensuring contracts, subcontracts, lien notices, releases and any other documents are obtained and organized into electronic job file).
- Enter/gather field paperwork/correspondences (RFIs, meeting minutes, schedules, submittals).
- Enter Change Orders and Budgets.
- Review material quotes and secure approval, assign PO #, and place order.
- Filing, faxing, copying, answering phones and any other general administrative duties.

Requirements

REQUIREMENTS

- Construction AR experience
- Sage 100 is a plus
- Industry experience is a plus

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This Job Posting will expire in 10 days.