

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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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.