

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/20/2024



95112
San Jose, CA, 95112

Project Administrator

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: \$30.00 to \$40.00 hourly
Employment status: Contract / Temporary to Hire

Description

Our client is looking for a Project Administrator to join their team in contract-to-hire basis! The client is located in San Jose, and a leader in the construction industry. As the Project Administrator you will be taking on:

- Generation and tracking of contracts and subcontracts
- Process new vendors and review required documentation
- Process accounts payable receivables including materials and subcontractor invoices relating to designated projects
- Track and distribute submittals & RFI's
- Track and distribute client and subcontractor change orders
- Receive and process field work orders & process to client
- Process material invoices
- Maintain client relationships
- Process accounts receivable billing process with client & subcontractors

Requirements

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