

**Summary Description:**

Assist Construction Managers and Project Managers in preparing, reviewing, and administering contracts from proposal negotiation through project close-out.

**Essential Job Duties and Responsibilities:**

- Validate contract details to ensure OSM, clients, and subcontractors are in legal agreement.
- Liaise between subcontractors, accounting, and project management to coordinate timely and accurate billing and payments.
- Assist in confirming that OSM and subcontractors comply with insurance requirements throughout each project and maintain accurate records in project management software.
- Research and verify state and county permit requirements.
- Manage government filings and approvals processes related to each assigned project.
- Prepare documents for project completion and signature by Project Manager, architect and client.
- Maintain job site safety manual.
- Schedule project management meetings.
- Provide job site assistance to Construction Manager, Project Manager, and/or Superintendent, as needed.
- Other duties as assigned.

**Minimum Qualifications:**

- Associate's degree or equivalent in Business Administration, Construction Management, or a related field or high school diploma or GED with commensurate relevant experience.
- Ability to effectively and clearly communicate verbally and in writing.
- Basic computer skills, including working knowledge of Microsoft Office software.
- Ability to comprehend construction project terms and contracts.
- Basic math skills.

**Preferred Qualifications:**

- Bachelor's degree in Business Administration, Construction Management, or a related field.
- Prior construction project experience.
- Knowledge related to working on construction job sites (e.g., safety protocol, worker roles and responsibilities, resource utilization, etc.).
- Knowledge of construction project management technology platforms (e.g., Vista/Keystyle, BlueBeam).

**Physical Demands and Work Environment:**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and copier machine.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Supervisory Responsibilities:**

- **Reports to:** IT/Legal Manager, with additional direction from Construction Managers and Project Managers
- **Direct Reports:** There are no supervisory responsibilities.

**On Site Management, Inc. is an Equal Opportunity Employer**