

**Summary Description:**

OSM Construction is seeking an experienced Project Administrator to join our Operations team in the Bozeman office! The Project Administrator is responsible for providing administrative support to project teams, ensuring the smooth execution of projects from inception to completion. This role involves coordinating project activities, maintaining project documentation, and facilitating communication among stakeholders. The Project Administrator plays a vital role in ensuring that projects are delivered on time, within scope, and budget. The ideal candidate for the Project Administrator position will have the following qualifications:

**Essential Job Duties and Responsibilities:**

- **Project Coordination:**
  - o Assist in the development and maintenance of project plans and schedules.
  - o Coordinate project activities and ensure alignment with project goals.
  - o Monitor project timelines and deliverables, reporting any deviations to the Project Manager.
- **Documentation Management:**
  - o Maintain accurate and up-to-date project documentation, including contracts, reports, and project plans.
  - o Prepare and distribute meeting agendas, minutes, and action items.
  - o Ensure all project documents are properly filed and accessible to team members.
- **Communication and Reporting:**
  - o Serve as a point of contact for project team members, stakeholders, and external partners.
  - o Facilitate communication among project participants to ensure timely information flow.
  - o Compile and prepare project status reports, progress updates, and performance metrics.
- **Resource Management:**
  - o Assist in allocating and tracking project resources, including personnel, equipment, and materials.
  - o Coordinate with procurement and logistics teams to ensure timely availability of resources.
  - o Monitor resource utilization and report any issues to the Project Manager.
- **Risk and Issue Management:**
  - o Identify and document project risks and issues.
  - o Assist in developing mitigation strategies and contingency plans.
  - o Track and report on the status of risks and issues throughout the project lifecycle.
- **Support to Project Manager:**
  - o Provide administrative support to the Project Manager, including scheduling meetings and managing calendars.
  - o Assist in the preparation of project presentations and reports.
  - o Support the Project Manager in stakeholder engagement and communication activities.

**Minimum Qualifications:**

- Some knowledge of all phases of the building process
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Ability to work independently and maintain positive relationships with co-workers, client representatives, vendors and subcontractors
- Ability to multi-task and problem-solve
- Very computer literate and able to learn new programs

**Preferred Qualifications:**

- Degree in Business Administration or a related field
- 2-4 years of experience in project administration, coordination, or a similar role
- Proficient in project management software and tools
- Good understanding of project management principles and methodologies

**Benefits:**

- Paid Health Insurance
- Dental/Vision/Accident Insurance
- Paid Life/Long Term Disability
- Company HSA Contribution
- Flexible Spending Account
- Matching 401(k)
- Bonuses
- Paid Time Off/Holiday Pay

OSM has been a leader in the construction industry for more than 35 years. Our passion is building challenging projects with a spirit of collaboration and creativity. We are second to none in dedication to quality, skill, and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.

The core values of OSM as a company are:

- Accountable
- Excellent
- Committed
- United
- Tenacious

These core values are expected and valued by all employees.

For more information about our company and projects, please visit our website, [www.onsitemanagement.com](http://www.onsitemanagement.com).

An employment application and/or resume is required for consideration. Applications are available on our website at <https://onsitemanagement.com/employment/> or apply online at <https://docs.google.com/forms/d/e/1FAIpQLSe9k8l8cq5RTJzvJSWsdmyAizN0UNYjTXIm-oY->

[kkljrxr57w/viewform?usp=sf\\_link](https://kkljrxr57w/viewform?usp=sf_link). Applications are also available at our office or can be requested via email. Interviews are by appointment only.

On Site Management, Inc.  
Attn: Human Resources  
101 S Wallace, Suite 301  
Bozeman, MT 59715

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