



Project Leadership Team (PLT) Administrator

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

Job Description

The Project Leadership Team (PLT) Assistant will be a key support member to the Project Leadership team on a variety of complex construction projects. This position is responsible for all support duties to the team and adheres to the best standards and processes in executing team assistant functions.

Role and Responsibilities

- Prepare site office each morning for team; clean, organize and print schedules, organize materials for meetings
- Answer phones and take messages
- Make coffee, order lunch when needed and oversee cleanliness of the office
- Process and track all receipts for the team
- Review and enter man hours for the team
- Monitor billability
- Process and review invoices prior to PLT invoice submission
- Produce cost to date reports from ComputerEase
- Write letters, email, file and attend to general duties
- Upload costs to date, process sub invoices and drive Procore agenda
- Monitor late Procore items and pursue closure
- Maintain a highly functional and organized work environment
- Uphold a strict level of confidentiality
- Perform other duties as assigned

Hiring Requirements

- Dependable and timely
- Years of experience: 0-4
- Able to follow directions quickly and efficiently
- Able to work effectively with others/team environment
- Willing and able to learn new skills
- Valid Driver's License and transportation

- Computer literate and willing to learn new programs and processes
- High school diploma or better is preferred

Physical Requirements

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.

- While performing the duties of this job, the employee is regularly required to talk and hear
- The employee is frequently required to stand, walk, use hands to finger, handle, or feel, type, and
- reach with hands and arms; and requires the ability to occasionally push, pull, lift and/or carry supplies up to 25 pounds
- The employee is required to perform physical and repetitive motions

Compensation and Benefits

This is a full-time (32-40 hrs/week) non-exempt position, requiring occasional evening and weekend work. Hourly rate is \$16-22/hr DOE. Clark Construction is an Equal Opportunity Employer.

In addition, Clark offers the following benefits to full-time staff:

Paid time off: 40 hours per calendar year of paid time off (“PTO”) for sick, vacation and personal time

Paid Holidays: There are 7 paid holidays each year:

- New Year’s Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental and short-term disability insurance on the first day of work for employees working at least 30 hours per week

Retirement Savings: Eligible for 401K program through Contractor’s Plan

How to Apply

Applications accepted until the position is filled. Job application can be downloaded from our website www.clarkconstruct.com. In addition to a completed application please send cover letter and resume to: hr@clarkconstruct.com. No phone calls please; only applicants selected for interviews will be contacted.