



POSITION DESCRIPTION

CONSTRUCTION ADMINISTRATIVE ASSISTANT

Company Summary: Boji Group is a well-established real estate development, property management and construction management firm with an extensive portfolio of commercial real estate and a commitment to excellence in customer service. Boji Group is a Michigan owned and based company, located in Lansing, Michigan.

Position Title: Administrative Assistant, Construction Services

Reports To: Vice President of Construction Services

Position Summary: Essential company position primarily providing administrative support to construction management, and secondarily providing general office administrative support. As a main point of contact, represents the company and regularly interacts with visitors, contractors, professional service providers, business partners, and public employees and officials. The position requires professional and courteous conduct at all times, and excellence in customer service delivery. Travel between projects in SE Michigan will be required.

Office Hours: 8:30 am – 5:00 pm

Responsibilities:

- Provides administrative support and coordination for construction services, including:
 - Reviews payment application contents
 - Prepares reports, communications, meeting minutes,
 - Utilizes construction management software and/or tracking systems to keep project information current and accessible to a variety of users
 - Records management

- Preparing job correspondence, RFP's, RFI's, and job reports
- Preparing and managing construction subcontracts
- Managing subcontract COI's and related supporting documents
- Reviewing subcontractor billings and coding all invoices
- Managing subcontractor RFI inquiries and preparing responses
- Preparing permits and applications
- Managing and updating job procedure binders
- General office and administrative support
- Travel to job locations, town offices, corporate office, and as needed
- Assisting with special projects

This description is intended to illustrate the types of duties and levels of responsibility required of the position. It does not necessarily include all of the specifically related functions and tasks of this position, and does not limit the assignment of additional related duties not mentioned.



- Provides administrative support to company executives, as needed
- May coordinate and execute special events for company
- Responsible for company data management and record keeping systems, electronic and paper
- Regularly interacts with all company staff independently and on behalf of executives
- Assists in the preparation of non-financial documentation for company projects, i.e. – request for proposal responses, financing transactions, various project management activities
- Represents company via regular interaction with visitors, tenants, consultants, contractors, professional service providers, business partners, and public employees and officials
- Deals with confidential and proprietary information on a regular basis and must be able to exercise discretion and maintain confidentiality
- Other duties as assigned

Recommended Qualifications:

- Professional and courteous demeanor with commitment to excellence in customer service
- Familiarity with constructions processes and communications
- Ability to use discretion and maintain confidentiality with proprietary and other information
- Minimum 2 years of experience in Construction administrative support or project management
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint
- Ability to prepare reports and communications on behalf of company
- Ability to multi-task and to work under time constraints and other stresses
- Knowledge of ProCore construction management software preferred, but not required

Work Environment:

- General office environment, Birmingham/Royal Oak area. Occasional meetings at project sites including construction trailers. There is some travel with this position, generally within southern Michigan/Greater Detroit Area, and also to Lansing.