

Project Administrator
Job Post
Effective Date: 240130

Summary

We are seeking a highly organized and proactive Project Administrator to join our team. The Project Administrator position plays a crucial role in the smooth and efficient operation of our office, ensuring that daily tasks are completed accurately and on deadline. This role involves a wide range of responsibilities including providing administrative support to the finance department and the cost estimating teams. The right candidate will have the ability to focus on details while maintaining proactive awareness of big picture goals. This is a non supervisory position which provides room for career advancement.

Key Responsibilities

- **New Project Setup:** Maintaining the setup of new projects, including organizing and maintaining add data and records in QuickBooks (QB) and Google Drive (GDrive). Acts as a point of contact between the client and the Principal/Chief Estimators for coordinating and tracking project fee proposals.
- **Record Creation and Filing:** Creating and maintaining accurate records for Master Contacts and Project/Task Order Contracts, ensuring all information is up-to-date and easily accessible.
- **Status Updates:** Regularly providing updates on project statuses, ensuring all stakeholders are informed of progress and any changes.
- **Fee Proposal Maintenance:** Preparing fee proposal letters and worksheet templates, ensuring they are accurate and meet project requirements. This also involves tracking the acceptance of fee proposals and contracts.
- **Contract and Subconsultant Agreement Maintenance:** Requesting and following up on contracts and Sub Consultant Agreements for projects that have received a Notice to Proceed (NTP) and delegating projects for assignment to the Estimating team. Setting up and managing project phases in Quickbase and fee breakdowns.
- **Certificate of Insurance (COI) Oversight:** Responsible for submitting and managing COIs, ensuring compliance with project requirements and insurance standards.
- **Estimator Travel Maintenance:** Coordinating and managing project travel arrangements for estimators, including overseeing area and base pass applications and updates.
- **Project Closeout and Feedback Coordination:** Handling the project closeout process, including coordinating feedback and ensuring comprehensive documentation for project analysis.
- **Client Training Certification:** Issuing and maintaining training certificates to clients as required.
- **Independent Contractor/Subcontractor Oversight:** Tracking fees, scope, and deliverables of Independent Contractors and Subcontractors, ensuring alignment with project objectives and contractual agreements.

- Additional project administrative support as needed.

Compensation and Benefits Overview

- **Salary Range:** \$55,000 - \$65,000 annual salary commensurate with experience and qualifications.
- **Annual Salary Step Increase:** As part of our commitment to recognizing and rewarding the hard work and contributions of our team members, we offer an annual salary step increase program for this position. Based on performance evaluations, organizational goals, and budgetary considerations, you may be eligible for up to a **\$5,000** salary increase on an annual basis. The specific details and criteria for the salary step increase will be outlined in your employment agreement and reviewed annually during the performance evaluation process.
- **Flexible Work Schedule:** Tailored to support work-life balance. Our company core hours, when all employees are expected to be on duty, are Monday through Friday from 10:00 AM to 3:00 PM Hawaii Standard Time (HST). Outside core hours, you have flexibility to set your own work schedule, adhering to a 40-hour minimum workweek.
- **Medical Insurance:** J. UNO covers 100% of the 'employee-only' premium, and 60% (non-supervisory position) or 80% (supervisory position) of either 'employee + child' or 'employee + family' premium.
- **Paid Time Off (PTO):**
 - **Flexible PTO Accrual:** Full-time employees benefit from a generous PTO accrual system based on years of service, with an increasing scale of monthly and annual accrual rates, and a clear maximum accrual limit.
 - **Comprehensive Sick Leave Policy:** Includes accrued sick leave from the hire date for personal or immediate family health needs, with detailed guidelines for usage and required documentation.
 - **Generous Paid Holidays & Bereavement Leave:** Observes major holidays, including half-days for community service, and provides bereavement leave for immediate and extended family members, pets, and colleagues, reflecting our commitment to employee support in times of need.
 - **Jury Duty Compensation & Leave Donation Program:** Offers income protection for jury duty and a compassionate leave donation program, allowing employees to support colleagues during medical crises.
 - **Employee-Centric Approach:** The policy emphasizes flexibility, including rollover of unused PTO, provisions for negative PTO balances with approval, and special considerations for new employees, showcasing our commitment to an employee-first culture.
- **Retirement Benefits:** 401K enrollment with a 3% employer contribution and profit-sharing, both after 6 months.
- **Parental Leave:** Two weeks of paid leave following childbirth or adoption, applicable after one year.
- **Commuter Benefits:** Options include paid parking, a monthly bus pass, or Biki membership.
- **EAP:** Counseling sessions available for various concerns for you and household members.
- **Insurance:** Life and AD&D insurance worth \$100,000, LDI, supplemental income protection, and retirement plan protection.
- **Flexible Spending Accounts:** Available for healthcare and dependent care.

Qualifications:

- High school diploma or equivalent; additional education or certification is a plus.
- Proven experience as an Office Administrator, Office Assistant, or similar role.
- Proficiency in Google Workspace (Gmail, Calendar, Drive, Meet, Chat) and Microsoft Office Suite (Word, Excel, PowerPoint, Google) applications.
- Excellent communication and interpersonal skills.
- Must have strong organizational and multitasking abilities.
- Attention to detail and problem-solving skills are paramount.
- Must have the ability to work independently and as part of a team.
- Familiarity with office equipment and software applications.
- Experience managing multiple clients and projects simultaneously.
- Proven multitasking skills, effectively juggling diverse projects and tight deadlines.

Competencies

- **Initiative** – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Additional Requirements

Clearance: Candidates must have the capacity to access U.S. Department of Defense (DoD) information and facilities. This encompasses undergoing background screenings, potential drug tests, and adhering to stringent security policies and standards. The applicant must be a U.S. citizen or possess the necessary authorization to work in the U.S.

Physical Demands: Regular activities include sitting, handling, and communication. There are occasional requirements like standing, walking, stooping, kneeling, crouching, crawling, and lifting up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Who We Are

J. Uno and Associates, Inc. (J. UNO), Hawaii's largest pure construction cost consulting firm, has been serving the Pacific Rim and managing projects worldwide since 1989. Currently in an exciting season of growth, we are seeking cost estimators at levels from entry to senior. These full-time exempt positions are based in our Honolulu, HI office or upcoming Orlando, FL office, where you'll work Monday through Friday alongside a supportive team.

What You Will Do

As a Project Administrator, you will play a crucial role in the Cost Estimating Department by assisting in the coordination and administration of our projects. You will manage project records, ensuring accuracy and organization, and collaborate closely with Principal Estimators on project scoping, fee proposals, and contract coordination. In addition to your project-specific responsibilities, you will act as a client liaison, manage clearance access, coordinate travel arrangements, and handle feedback requests and reporting. Your support will extend to the financial aspects of projects, assisting the Chief Estimator and CFO as needed. You'll also engage in departmental initiatives, attend key meetings, and contribute to process improvements, compliance efforts, and special projects. Your proactive approach and attention to detail will be instrumental in maintaining the department's effectiveness and contributing to the overall success of our projects.

Who Are You?

The ideal candidate for this Project Administrator position should have proven experience in project administration, proficiency in Google Workspace and Microsoft Office Suite, strong organizational and communication skills, attention to detail, and the ability to work independently and as part of a team. Knowledge of project management processes and familiarity with office equipment and software applications are also valued, along with the ability to manage multiple clients and projects.

The J. UNO team consists of individuals who are hungry, humble, and smart. We celebrate each other's successes and support one another through challenging times. Our core values are the foundation of our culture, and we make a concerted effort to ensure that we live and breathe these values daily.

- **Worthy of Trust**
 - Practice what you preach
 - Be reliable and dependable
 - Be honest and straightforward
 - It's okay to say "No"
- **Mastery of Craft**
 - Be a lifelong learner
 - Work hard; Work smart
 - Have grit
 - Be intentional
 - Unconscious competence
- **Humble Confidence**
 - Be genuine – Put in the work and know your stuff
 - Believe in yourself and your abilities
 - Make room for other people's thoughts and ideas. No one knows all the answers.
 - Humble on the outside, confident on the inside
- **Find the Why**
 - Curiosity fosters learning
 - Feed your appetite for knowledge
 - Seek first to understand, then to be understood

- o There's no such thing as an unintelligent question
- **Be a Multiplier**
 - o Team Player who helps others succeed
 - o Small things make the biggest difference
 - o Add value to everything you do
 - o Elevate and take it to the next level

We are an equal opportunity employer

J. UNO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided based on qualifications, merit, and business need.

Get in touch

If you would like to apply for this position, please send your resume and cover letter to staffing@j-uno.com.