

Project Administrator

Job Description

Commonwealth Electrical Technologies, Inc. has expanded rapidly with offices in Worcester and Bridgewater, MA.

Our management team has a combined 150+ years of experience managing and executing construction projects of all sizes. Currently staffed at 120 personnel we have the team to handle all facets of an electrical project. CET provides electrical construction services throughout New England. We have working relationships with banking and bonding companies to handle any size project. Much of our work is in the design/build space.

We will work with the owner or general contractor to design the projects based the client's needs and budget. We also have a solar division and provide full installation services for large scale solar projects.

The Project Administrator role provides support to the Project Manager and Estimating team. The Project Administrator will assist with material scheduling, expediting material, coordinating deliveries, submittal tracking, and PO generation.

Duties and Responsibilities:

- Schedule material deliveries
- Assist Project Manager to ensure timely completion of construction projects
- File all project documents (hard and soft copies)
- Responsible to track project changes
- Assist in generating owner's manuals for project close-out.
- Develop/maintain relationships with key vendors

Skills/Qualifications:

- Excellent written / verbal communication and documentation abilities.
- Excellent customer service skills
- Proficiency in Microsoft Excel, Word, and other office application tools.
- Associate's Degree Business Administration or related field
- Valid driver's license and reliable transportation