



<https://www.premierpersonnelgroup.com/find-a-job/construction-administrator-project-coordinator/>

Construction Administrator / Project Coordinator

Description

Support the Construction and Irrigation Divisions by managing project documentation and providing administrative support to Project Managers and leadership.

Responsibilities

Manage construction documents (certified payroll, AIA docs, lien waivers, change orders, contracts)

- Coordinate and track bids, job packets, submittals, and warranties
- Organize vendor quotes, invoices, and resolve PO issues
- Track change orders, partial payments, and subcontractor compliance
- Assist with AP, subcontractor payments, and payroll (union & non-union)
- Support VP of Construction, Project Managers, and COO

Qualifications

- High School Diploma required (Associate's preferred)
- Commercial construction experience strongly preferred
- Strong organizational, multitasking, and communication skills
- Knowledge of construction terminology
- Sage Intacct experience a plus (recent Sage 300 transition)

Job Benefits

Full Benefits

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time-Temp to Perm

Industry

Landscaping/Construction

Job Location

Branchburg

Working Hours

M-F 8am to 5 pm