

## Project Admin

Title: **Project Admin**

Reports to: **Pre-Construction Sales Manager and/or Construction Project Manager**

Compensation: **Full-time or Part-time, \$20-\$25/hr depending on experience**

General Description:

Redwood ADU is growing quickly and looking to add to our team of qualified individuals. We have tapped into California's ADU deregulation with great success. ADU's (Accessory Dwelling Units) are 300-1200 sqft residential units that can be added in the rear of residential properties for additional income, family housing, or guest space.

We are looking for a **Project Admin** to assist our **Pre-Construction Sales Manager and/or Construction Project Manager**.

An excellent **Project Admin** must have great communication skills, responding promptly to internal communications as well as external communications with clients and vendors. They will be pleasant to work with and have a positive attitude. They will not be afraid to ask questions when unsure.

The ideal candidate will have experience in the construction industry.

Work Location:

You will primarily **work at the office**. You will be on-site 1-8 times per month, and physically present at company meetings 4 times per month. You will be provided a laptop and monitor setup. Site visits will be required – for transportation you can borrow a company vehicle or get reimbursed for your personal vehicle mileage.

Work will primarily be computer and paper based, with many calls and emails. You must be comfortable working a desk job.

Benefits, bonuses, and other perks:

We provide a benefit package including 401k plan and sick/vacation leave. We can entertain performance-based bonuses.

At this time, Health Insurance is not included with employment.

Duties/responsibilities:

- Updating project tracking spreadsheets and relaying status to parties involved
- Pulling 811 tickets to clear properties for underground work
- Interaction with local building agencies
  - o Submission of permits to building departments
  - o Utility (PG&E, SMUD, Water department) connection applications
  - o Project pre-approval for Planning, Environmental, Flood, Easements, etc.
- Courier activities like dropping of plans, picking up paperwork, etc.
- Being included on various emails and conversations, to be up to date with operations
- Preparation of word and excel documents for operations and/or marketing
- Management and monitoring of company social media accounts/communications
- Other general office tasks

Requirements:

- High School diploma or GED
- Clean background check upon acceptance of position
- Some construction experience is recommended

**Disclaimer:**

\*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without written notice.