



Project Administrator – Davis Bews Design Group – Job Description

Note: All positions at Davis Bews Design Group begin as contractor positions.

Pay Rate: **\$18.00/hour**

Overview of Position:

The Project Administrator will act as support for our Luxury Custom Homes team and will work directly with the Project Managers and production staff. This position requires excellent skills in organization, and time management, teamwork, multitasking, and requires initiative, a process-oriented personality, and strong self-management skills. This is a full-time position working in our office in Oldsmar, Florida. For the right candidates, partially or fully remote positions will be considered on a case-by-case basis.

Job Responsibilities / Expectations:

1. Administrative support including but not limited to calendar management and scheduling, job preparations including contracts and proposals and site/code research, data entry and auditing and/or reconciling job files and details, filing, communicating with teams and clients as needed.
2. Work as needed to satisfy client and company due dates
3. Will attend office, team, and project-based meetings as required
4. Working hours are somewhat flexible but must be coordinated with supervisor and will generally fall somewhere between 8:00 AM and 6:00 PM with a 1-hour lunch break
5. Other tasks as assigned

Preferred Skills/Experience:

1. Intermediate skills in MS Outlook
2. Intermediate skills in MS Excel
3. Experience using multiple project management tools and adaptability/technological savviness to learn new tools as necessary
4. Experience in the Architecture/Engineering/Construction industries a plus

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