

Operations Specialist

Reports to Director of Operations

Market Title: Operations Specialist

Job Purpose

The Operations Specialist has responsibility for supporting the operational resources of the firm with a focus on quality and profitability while working to maintain a vibrant and collaborative culture. This role includes document management, project support, and internal and external project communication. We are seeking an action-oriented and organized individual who can get things done (and convince others to do the same) to coordinate documentation within and between our engineering project team, project architects, clients, contractors, and consultants.

Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Send & receive documents to/from client and consultants through Sharefile
- Receive RFIs, submittals, and other construction administration documents from contractors via Newforma, Procore or similar, task in Microsoft Access, distribute to project team, and compile responses.
- Manage Access database for internal task management, including tracking outstanding submittals, RFIs, review comments, pricing reviews, as-builts, pay apps, and more
- Submit responses for RFIs and Submittals in Newforma, Procore, E-Builder or similar, as needed
- Tracking quality assurance / quality control reviews
- Prompt consultants and project team for responses, as needed
- Organize, file, and maintain project documents in project folders
- Attend and document recurring project meetings.
- Attend reoccurring project construction administration meetings
- Work closely with project managers and engineers to meet deadlines and report status
- Familiarize with Division 01 specifications, specifically for Prime projects
- Track change orders and other related documents
- Compile documents within Bluebeam Revu
- Attend reoccurring project management meetings
- Assemble and file punch list and field reports
- Assist in management of manpower resources to efficiently complete projects and foster repeat business
- Assist in manpower forecasting and identifying the need for future resources
- Work with Accounting to keep Ajera reports up to date. Train PMs to understand the reports and how to make appropriate adjustments
- Work with Accounting on tracking and billing for Prime projects and Percent of Construction Builds
- Other tasks identified by senior management that affect or are part of the operations of the firm

Qualifications

The following qualifications are requirements of the position:

- Bachelor's Degree in Construction Management, Business, or a related field. Relevant experience as a substitute for degree will be considered
- Experience working within the Architecture, Engineering, or Construction fields preferred
- Ability to work well and communicate with all disciplines within the firm as well as clients, consultants, and other project stakeholders
- Confident and persuasive communication skills
- Must have strong organizational skills
- Must have ability to multi-task and manage multiple projects through to completion
- Experience with Sharefile, Access, or similar management software preferred.
- Experience with Microsoft Office Suite required.

Continuing Education

None

Working Conditions

This position could require occasional night and weekend work to complete projects to meet deadlines.

Physical Requirements

None

Direct Reports

Administrative staff that support design team

Last Update: August 2023