

## **Office Support Specialist Common Ground Construction**

**Department:** Common Ground **Reports to:** Marketing & Estimating Manager  
**Weekly Hours:** 32-40 **Exempt/Non-exempt:** Non-exempt  
**Date Reviewed:** Jan 2024  
**Reviewed By:** Project Manager & Marketing/Estimating Manager

**Position Overview:** Join our dynamic team as an Office Support Specialist, where you'll play a crucial role in supporting our Estimator and Project Managers. This position is ideal for a detail-oriented and organized individual who thrives in multiple aspects of project support, compliance, and safety in a fast-paced environment.

### **Principal Duties and Responsibilities**

#### **Support to Common Ground Construction:**

- Track and distribute safety supplies for the crew.
- Draft and oversee sub-contractor contracts, ensuring all legal and company standards are met.
- Send and track lien waivers and maintain organized records.
- Track and verify vendor and subcontractor certifications and licenses.
- Maintain digital project folders, and documents.
- Report and track job-related injuries, maintaining compliance with safety regulations.
- Monitor and track the AWAIR (A Workplace Accident and Injury Reduction) program.
- Oversee and update Safety Data Sheets (SDS) for materials used.
- Coordinate material procurement bi-annually (material vendor procurement)
- Support project managers with material procurement (project material procurement)
- Track material inventory.
- Assist in the development and procurement of subcontractors.
- Maintain, organize, and schedule training sessions and records for crew members. (RRP, TBG, Radon, GC License, CEU's, CPR)
- Coordinate crew blood lead level testing and respirator fit in compliance with health and safety regulations.
- Monitor and organize project-related email communications.
- Provide support for other lines of business as needed.
- Other duties as needed or required.

#### **Supervision Received:**

The Estimator/Project Manager supervises this position and supervision is regular.

#### **Supervision Exercised:**

None.

#### **Qualifications & Skills:**

##### ***REQUIRED:***

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Familiarity with construction industry standards and regulations.
- Proficient in Microsoft Office.
- Ability to work independently and as part of a team.
- Valid drivers license.

##### ***PREFERRED:***

- Sage 100 Software

**Office Support Specialist Common  
Ground Construction**

Travel may be required for occasional training opportunities but is not a regular requirement for this position.

Travel to project worksites is a requirement of this position and mileage is paid for work related tasks.