



Project Administrator Needed

Monadnock Construction is a Brooklyn based General Contractor and Construction Management firm founded in 1975. Our projects include new and rehab multifamily residential, commercial, and institutional projects throughout NYC with a strong focus on affordable housing work. Throughout the last 44 years, Monadnock has grown to a staff of about 200 people with about 15 active projects going on at any given time.

Monadnock is hiring a Project Administrator to assist Project Managers and Assistant Project Managers with administrative tasks.

Some of the responsibilities include:

- Create badges for workers and check for accuracy
- Upload user profiles to system
- Manage database; deactivate badges for terminated workers



Hourly Wage: **\$40,000 - \$60,000**
Hours per Week: **40**
Projected Start Date: **Spring 2020**
Benefits: **Health Benefits, Sick Days, Vacation Days, Paid Holidays, Tuition Reimbursement, 401K, Other Benefits**

Requirements:

- At least 2 years in an administrative role in the construction industry preferred.
- Strong organizational skills and ability to prioritize tasks
- Attention to detail
- Excellent communication skills
- High School Diploma/GED

**Monadnock will provide training if you are interested but do not have the required certifications.

If you are interested please send resumes and contact information to Jobs@moncon.com or call 718-576-3702 for any inquiries or to follow up on the status of your application.