



## **Ghilotti Construction Company**

# **Job Description**

### **Administrative Assistant**

**GHILOTTI CONSTRUCTION** is an industry leader and has a broad viewpoint of skilled specializations that extends to both the public and private sectors. Ghilotti has developed a depth of expertise in performing a wide array of private and commercial works. GCC has been an integral part of the Northern California landscape since 1914 by providing superior quality general engineering construction services. Our services include demolition, grading, paving, soil stabilization, underground utilities, concrete curb and flatwork, retaining walls, and structures and bridges.

### **JOB SUMMARY**

The purpose and function of the insurance processor / document administrator is to provide a primary resource to support Ghilotti Construction's risk management program by effectively managing subcontractor insurance compliance and supporting subcontract administration. The position also supports the department through assisting with the issuance and tracking of subcontracts and material purchase orders for current jobs. The position demands an individual with impeccable documentation control abilities. Occasional overtime required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintain a high level of accuracy and attention to detail in all tasks.
- Professional demeanor at all times, both internally and externally.
- Excellent organizational skills; able to multi-task, prioritize, meet deadlines and work collaboratively.
- Ability to learn established procedures, following tasks through to completion.
- Ability to work efficiently in a fast-paced environment.
- Review incoming insurance renewals, analyzing certificates to confirm compliance with GCC's insurance requirements.
- Communicates well with subcontractors and insurance agents (via phone and e-mail) to obtain required documents.
- Accurate data entry of insurance certificate details into Dexter+Chaney's Viewpoint accounting software.
- Scans documents to create digital records in both the accounting system (Viewpoint) and digital job files.
- Runs exception reports, and maintains a proactive approach to obtaining insurance certificates prior to expiration.
- Assists Contract Administrator with special projects, including OCIP/CCIP program enrollment & tracking, insurance audits, and internal/external requests for information.
- Assists with subcontracts, service agreements, and purchase orders on current projects.
- Maintains confidentiality of proprietary information and documents.

- Accurately maintain databases, file system, records, and correspondence.
- Copy, fax, distribute, shred documents.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Updates job knowledge by participating in educational opportunities.
- Run errands as requested.
- Assist with special projects.

#### **EQUIPMENT USE**

- Telephone – Occasionally
- Copier – Occasionally
- Computer – Frequently
- 10 key - Seldom

#### **SOFTWARE USE**

Dexter+Chaney’s Viewpoint, Word, Excel, Outlook, Adobe Acrobat

#### **QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE, LICENSES, AND CERTIFICATIONS**

Two years of administrative office support experience. Knowledge of Excel, Word, Adobe Acrobat and Outlook.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

Pre-employment background screening investigation results that are acceptable to GCC at GCC’s sole discretion.

- Drug/alcohol test (negative test results).
- Background check (DMV, civil/criminal convictions, Social Security, work history).
- Valid driver’s license and clean driving record.

#### **MENTAL DEMANDS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to apply basic mathematical concepts. Ability to apply elementary mathematical operations to tasks. Ability to identify problems.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.