

Job Title: Project Support Administrator/Business Systems Administrator

Growing Commercial Construction Manager located in Irving, Texas seeks full-time Project Administrator / Business Systems Administrator to join our team! Position includes managing multiple projects, organizing and maintaining project management systems, correspondence, documentation, tracking reports, maintaining digital data, e-mails, and phone calls. Must be organized, good communicator, positive attitude, detail orientated and computer proficient in Microsoft Office, Excel, Word & PowerPoint, Adobe Acrobat. Prefer formal education and 3 to 5 years construction experience with commercial General Contractor or Subcontractor.

We offer a competitive compensation package and a business culture which rewards performance. For additional info, please visit our website at www.alliancecm.com/.

Position Summary (Reports to Business Systems Manager/PMO Manager)

Project Support (50%): Responsible for activities that promote guidance and usage of project management tools, templates, and standard operating procedures. Administers company standards and processes.

Business System Administrator (50%): Supports the technical and functional operation of Alliance CM business systems. Provides technical support and training to the staff and system users.

Responsibilities:

- Execute Procure project/construction management activities.
- Perform project management activities to maintain accurate budgets, precise scheduling, and scope of work.
- Maintaining regular communications with clients, subcontractors and vendors.
- Maintain company calendar, meetings, agenda, and meeting minutes.
- Assist with project risk management by identifying and acting on areas of non-compliance.
- Measure project performance against key performance criteria (such as schedule, quality, cost and risk).
- Ensure Daily Logs are accurately submitted and completed from field personnel.
- Provide support via phone or web conference tools to train and eliminate barriers within the business systems.
- Train users of Alliance business systems (Procure) to include internal team members, customers, and vendors.
- Develop solutions and implement changes via change management practices to ensure quality outcomes.
- Produce and maintain system administration documentation.
- Provide internal and external support in the development and delivery of business process improvements.

Basic Qualifications.

- High School Diploma or GED with 3+ year's experience in project administration, and business systems.
- Methodical documentation skills with the ability to provide accurate, complete and timely project reports.
- Outstanding communication skills (written and oral).
- Excellent teambuilding and leadership skills.
- Computer proficiency with MS Office application experience: Word, Excel; familiarity of Mac OS a Plus.

Desirable Qualifications, Skills and Knowledge

- Previous experience and knowledge in construction environments.
- Prior construction management application experience (Procure) a plus.
- Maintain a professional representation of Alliance core values.

Physical Requirements

While performing the duties of this job, the employee requires normal manual dexterity, speech and hearing. Specific vision abilities required by this job require frequent use of a computer monitor.

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.

Candidates must be a US citizen and meet Alliance CM Drug Free Workplace Program requirements and are subject to substance testing as part of the pre-employment process.

Alliance CM is an equal opportunity/affirmative action employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status, or any other category protected by federal, state or local law.

