

Project Business Administrator

Sullivan International Group, Inc, is a nationally-recognized consulting firm that provides environmental engineering, construction management, and science and technology products and services. We are currently looking for a Project Business Administrator in our San Diego, CA office to provide support to our project management team both on-site and off-site.

Function

This position will be responsible for the interaction with multiple groups to provide project administrative, project event coordination, accounting and some procurement related tasks in support of the project management team. Tasks are to be performed efficiently and effectively while adhering to Sullivan standard operating policy and procedures and Government Regulations. May be responsible for project business administration functions for multiple projects both at home office and project field office. Some overnight, out-of-town travel, up to 30% of the time, is anticipated.

Responsibilities

1. Responsible for administrative and logistical support during the mobilization and demobilization of projects; for arranging lodging, communications, transportation, (including monthly personnel rotations), equipment requirements; and for field office set up.
2. Responsible for purchasing and committing client and company funds for material and equipment needs in accordance with applicable Government regulations, company policies and procedures, and within limits of authority.
3. Responsible for use and reconciliation of company purchasing cards for project expenditures within limits of authority.
4. Track, monitor and report on open project commitments to include accrual information regarding material, equipment and subcontractor costs.
5. Source, solicit, and prepare uniform documentation for procurement of field supplies and equipment using only advance-approved, contract-specific subcontracting templates, flow-down terms, Statements of Work, etc.
6. Responsible for the timely and accurate reconciling, cost coding and processing of all project vendor invoices.
7. Ensure receipt and compliance of subcontractor certified payrolls. Provide client billing support where required. Perform work within Deltek Procurement and Fixed Asset modules.
8. Advise company Project Managers and company Procurement representatives with both client requests, inquiries, and vendor/subcontractor requests & inquiries potentially impacting scope and cost/price.
9. Prepare and submit accurate daily Client Cost Tracking Reports, monitoring task code charging.
10. Reconcile client vendor invoices, timesheets, and other direct costs between monthly client invoice and the daily cost tracking reports.
11. Responsible for the control and records of all project Government Property.
12. Responsible for the control and monitoring of company-owned equipment and company low value Tools or equipment on the project.
13. Review Expense Reports for accuracy and completeness.
14. Responsibilities may include overseeing project personnel field time keeping procedures and ensure compliance with Davis Bacon/Service Contract Act.
15. Maintain field personnel records, including, but not limited to Human Resource documentation, truck driver Class A license copies, hazwoper or special training certifications, new hire physicals, and military base passes/security documentation.
16. Perform administrative project close out functions (open commitments, release of liens and all project documentation accumulation).

17. May manage office/project site petty cash fund in accordance with company policy and within limits of authority.
18. Establish and regularly maintain local Procurement files and centralized electronic Procurement files consistent with uniform file format.
19. May be required to complete Hazwoper safety training and maintain annual training update.

Knowledge, Skills, and Abilities

1. Proficiency in computer applications such as Microsoft Office Word and Excel
2. Ability to multi-task
3. Ability to identify and prioritize critical tasks.
4. Ability to coordinate efforts with project personnel
5. Excellent skill in problem solving and decision making
6. Excellent interpersonal skills
7. Attention to detail
8. Excellent proficiency in writing, reading, proofreading

Experience/Education

1. AA Degree or equivalent experience encompassing administrative construction or technical project support and reporting. 0-7 years experience performing similar work on construction projects is preferred
2. Coordination of events such as mobilization of vendors and equipment is a plus
3. Experience performing similar work on prevailing-wage projects a definite plus
4. Experience with RCMS software a plus.

For more information, please contact jrougas@onesullivan.com Sullivan is an Equal Opportunity Employer.