



Job Description: Construction Administrator

Corporate Office: 12200 Plum Orchard Drive Suite 110, Silver Spring, MD 20904

Repair and Maintenance Shop: 701 Pittman Road, Baltimore, MD 21226

Mluisconstruction.com | recruitment@mluisconstruction.com | 410-545-0641

M Luis Construction Co., Inc. is a woman and minority-owned, multi-generational, and regionally recognized asphalt manufacturer and construction services company. We employ an inclusive group of educated professionals, engineers, and construction specialists, focusing on solving customer's challenges by providing high-quality products and exceptional service. We help our clients by developing and providing solutions to meet various deadlines, specifications, and budgets. Since 1985, M Luis has successfully and safely manufactured hundreds of thousands of tons of quality asphalt and paved thousands of lane miles of roads and highway.

As part of our efforts to provide high quality products and exceptional service, M Luis Construction Co., Inc. is looking to bring on board a Construction Administrator. Under the direction of the Project Manager or Project Engineer, the Construction Administrator provides support to the Project Team, Estimating, and Human Resources. The ideal candidate has prior work history in construction, contracting, or a related field.

Job Description - Duties and Responsibilities include, but are not limited to:

- Acts as a liaison and coordinates administrative activities between field management, other departments, customers, vendors, subcontractors, and other parties including regulatory and municipal/state agencies.
- Establishes and maintains basic project control logs.
- Reviews and enters data from timesheets and daily tickets for job cost tracking. Saves and maintains data in company system.
- Aids estimating team as needed including potential bid opportunities and bid preparation.
- Assists Human Resources with hiring and orientation process.
- Assists safety team in administration duties.
- Assists payroll department with data entry and reporting.
- Interacts in person, via phone and correspondence with Project Team members, other M Luis departments, Client/Owners, owner's representatives, subcontractors, suppliers, vendors, and regulatory and municipal entities to request or provide information.
- Additional duties as assigned.

Job Requirements:

- Experience with construction applications (Viewpoint) is a plus.
- Must be detailed oriented, punctual, and work well within a team.
- Initiate tasks and execute accurately.
- Ability to administer several tasks independently and concurrently.
- Team player with self-confidence and professional presence.
- High degree of maturity and business judgment.
- Possess a positive attitude and work ethic.
- Ability to assess and prioritize multiple tasks, projects, and demands.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office (Word & Excel).
- Excellent organizational and interpersonal skills.
- Passionate, self-motivated, and dedicated to high-quality work.



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Experience & Education/Certification:

- High School diploma or equivalent (GED) required.
- Bachelor's degree preferred. Continuing education in construction highly desirable.
- Minimum 1-2 years' project/construction administration experience preferred.

Compensation and Benefits:

Competitive salary commensurate with experience and full benefits package including medical, vision and dental insurance, supplemental insurance, paid time off and holidays, and 401k.

Preplacement Requirements:

M Luis Construction Co., Inc. participates in E-Verify.

M. Luis Construction Co., Inc. is an Equal Employment Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regards to that individual's race, color, religion or creed, national origin or ancestry, sex (including pregnancy), sexual orientation, gender identity, age, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law.

If you are interested, and your profile matches the company's requirements, apply to be part of one of the leading companies in asphalt production and roadway construction industry to continue delivering high quality products and services. Send an email to recruitment@mluisconstruction.com with your resume and contact information.

Location: Silver Spring, MD

Job Type: Full-Time; Exempt