

PROJECT SERVICES ADMINISTRATOR APPLICANT QUESTIONS

First and Last Name:

Thank you for your interest in joining our team! To help us better understand your qualifications and experience, please complete the following questionnaire and submit this with your online application. Your responses will provide valuable insights into your skills and expertise in key areas related to this role. Please select the option that best reflects your experience for each question, and feel free to provide additional details if necessary. Your candid and accurate answers will assist us in assessing how your strengths align with the responsibilities of the position.

1. How would you describe your experience with managing change orders, pay estimates, and construction project files?
 - Regularly handle change orders, pay estimates, and project files independently with a strong understanding of construction processes.
 - Familiar with these tasks but typically perform them under supervision or with support.
 - Minimal exposure to these tasks but willing to learn.

2. How would you rate your experience preparing, organizing, and managing construction-related documents such as RFIs, contracts, and submittals?
 - Skilled in managing and organizing construction documents with minimal supervision, ensuring accuracy and compliance.
 - Familiar with document administration tasks but require occasional guidance.
 - Minimal exposure but open to developing these skills.

3. Describe your proficiency with project management systems and software, such as Smartsheet or similar tools.
- Regularly use project management software to track deliverables, create schedules, and manage client files effectively.
 - Comfortable with basic software functions but may need support for advanced features.
 - Minimal exposure to project management tools but eager to learn.
4. How familiar are you with tracking project budgets and collaborating with accounting for invoicing and financial reporting?
- Regularly track budgets and coordinate with accounting to ensure accurate and timely invoicing.
 - Have some experience but require guidance for more complex budget and invoicing tasks.
 - Limited or no experience with budget tracking but am eager to learn.
5. What is your experience with scheduling meetings, preparing meeting minutes, and following up on action items?
- Confident in scheduling and managing meetings independently, including creating detailed minutes and ensuring follow-ups.
 - Have assisted in meeting coordination but require support for complex or high-stakes meetings.
 - Minimal exposure to meeting coordination but willing to develop these skills.