Project Administrator

GCAP Services, Inc. is looking for a Project Administrator to support our diverse consulting projects within the public contracting arena. Primary responsibilities will include providing overall support for large public works projects, including, supporting project managers with project deliverables, scheduling meetings and training workshops, developing spreadsheets, logging information, preparing project invoices, and related duties. The Administrator will be responsible for providing support on diversity and small business programs. The ideal candidate will be analytical, organized, creative, and have a passion for working in a fast-paced environment. This candidate must be familiar with web-based applications. We are looking for a self-motivated person who has the ability and desire to collaborate with our team and quickly adopt new concepts with the goal of delivering optimal solutions to our clients.

Responsibilities

- Works with project team members to identify applicability of project deliverables and reporting requirements.
- Reviews subcontractor submittals for compliance with contract and subcontract terms and conditions.
- Reviews status reports to collect and calculate the utilization of SBEs, DBEs, and other small business groups on a monthly basis.
- Develops monthly and quarterly reports summarizing project status.
- Continuous maintenance of subcontractor data.
- Provides coordination and planning support for Small Business outreach activities, such as training workshops, webinars, outreach meetings, and other related events.
- Collaborate with departments to define deliverables and develop solutions that are reusable across the organization.
- Works closely with contractors/consultants and project teams throughout the project performance and payment periods to assist in ensuring client needs are identified and satisfied.
- Collect and organize data, reports, spreadsheets and databases for analytical reporting.
- Process business applications for certification. Review files for completeness. Verify with regulation requirements, prepare reports.
- Site visits to businesses filing applications may be required.

Knowledge/Skills

- Demonstrates ability to plan, gather, analyze and document contract and invoice data.
- Excellent communicative and organizational skills.
- Understanding of all aspects of an outreach or training events, including but not limited to planning, communicating, facilitating, coordination, registration, reporting, analysis and design of databases, and follow up.
- Ability to present complex information in an understandable manner.
- Flexible, self-motivated, extremely well organized and detail oriented with the ability to work with large amounts of data.

- Effective verbal and written communication skills at all levels within the organization.
- Proficient in MS Excel, Word and PowerPoint. Knowledgeable of web-based applications, Constant Contact, WebEx, GoToMeeting, and other similar web-based applications.

Qualifications

- Bachelor's degree from a four-year college or university in related field required
- 3+ years' experience in an data collection, administrative support, and scheduling in an analytical position demonstrating knowledge of information management, business intelligence, data mining or reporting