

Job Description

Project Clerk

Main Goal

Assist the Project Manager, Assistant Project Manager, Superintendent, and Project Engineer in processing information and conducting all secretarial/clerical duties at the jobsite level as required.

Responsibilities, Authorities, and Key Result Areas

- Input time sheet information into the Timberline system daily from information provided by the Superintendent. Verify all information has been entered correctly and confirm this fact with the Superintendent prior to sending to the Corporate Office.
- Prepare and Purchase Orders from information provided by the Project Manager or Superintendent. Transmit the Purchase Orders to the corporate office and the appropriate contractor.
- Process reports required by the Corporate Office from with information provided by the Project Manager or Superintendent
- Maintain accurate reports and forms as required by this manual and as directed by the Project Manager.
- In the absence of the Project Engineer, the Project Clerk shall inventory all deliveries to assure that they conform to orders placed and that the quantities and prices charged are consistent with the terms of purchase.
- Responsible for setting up and maintaining a neat and efficient filing system. (Refer to appropriate section of this manual).
- Responsible for the maintenance of a neat orderly field office.
- Typing of all field correspondence.
- Further education by observing all phases of construction.
- Improve ability to read and interpret the plans and specifications.

Reports to: Project Manager/Project Engineer

Qualifications:

- Neatness in work.
- Basic computer, spelling and writing skills.