

Project Administrator

Location: Salt Lake City Corporate Office

Qualifications (Preferred): A bachelor's or associate's degree

Qualifications (Required): High school diploma or equivalent. Should be reliable, responsible, presentable, enthusiastic, and demonstrate integrity, good judgement and high self esteem. Excellent written and verbal communication skills are required (able to clearly express ideas and concepts; uses proper grammar and syntax.)

Duties: Responsible for assisting the project management team with its administrative needs. Namely insurance, project records, invoicing, notices, filing, and miscellaneous document control. Experience with construction management software such as Contract Manager (Expedition) is helpful.

Salary/Benefits: Competitive Salary, Medical, Dental, 401(K), etc.

Please send resume to Bodell Construction by fax 801-261-1020 or email to hrdepartment@bodellconstruction.com