



POSITION DESCRIPTION

Job Title: Field Logistics Administrator

Reports to: Director of Operational Logistics

FLSA Status: Non-Exempt

Scope of Position:

1. The basic function of the Field Logistics Administrator is administrative support for the Operational Logistics Team, assist, cross-train, and coverage for the Field Administrative Dispatcher and the Rental Administrator positions, and administrative and operational support for the Operations Logistics Department including but not limited to the Director of Quality Control / Field Resource Manager and the Safety Officer.
2. Administrative support for other team members as necessary, including but not limited to requests for quotes (RFQ's) and taking meeting minutes.

Reporting Relationships:

1. The Field Logistics Administrator reports directly to and is fully accountable to the Director of Operational Logistics.
2. The Field Logistics Administrator has no direct position reports but must maintain harmonious and productive relationships with all internal and external departments, vendors and clients.

Job Requirements:

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The knowledge, skills, and/or abilities listed below are representative of those necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Experience
 - a. Required: High School Diploma
 - b. Preferred: One to two years as an Administrative Assistant or other relevant experience.

2. Skills, knowledge, and abilities

- a. Excellent communication skills including speaking, writing, and listening, such that ideas and information are clearly conveyed and meaning is obtained.
- b. Demonstrated proficiency with computer software (Microsoft Suite of Programs, Adobe, etc.) for file creation, conversion, and consolidation, and document printout.
- c. Ability to perform basic math calculations (adding, subtracting, multiplying, and dividing) as well as practical application of fractions, percentages, and measurements.
- d. Ability to professionally handle variety of situations and problems that may arise – sometimes several at once – and solve them, or work with others involved to come to cooperative solutions, while understanding time and budget constraints.
- e. Ability to perform under the stress of frequent interruptions and/or distractions.
- f. Ability to work at the direction of a manager and follow through on assignments in a timely fashion.
- g. Ability to prioritize, organize, and complete assignments efficiently and accurately, while adapting to shifting or competing work assignments and changes in workload volume.
- h. Preferred: General familiarity with the construction industry.

3. Physical

- a. Must be able to work in an office, warehouse, and outdoor construction site environment.
- b. Must be able to sit for extended periods of time.
- c. Must possess a valid CA Driver's License and be insurable by M Bar C. Light travel may be required as needed.

Authority and Accountability:

- 1. Accountable to the Director of Operational Logistics to produce accurate and timely documentation and complete all duties assigned by the Director of Operational Logistics within set deadlines.

2. Authority to support the master manpower schedule management, field timecard requirements, and to procure, schedule, document, and coordinate rental equipment as needed.

Responsibilities and Duties:

The primary functions of the Field Logistics Administrator are as follows:

1. Cross train for the Field Administrative Dispatcher's responsibilities and duties to ensure coverage and continuity in operations during peak workload, PTO, and sick leave.
2. Cross train for the Rental Administrator's responsibilities and duties to ensure coverage and continuity in operations during peak workload, PTO, and sick leave.
3. Support the Director of Quality Control / Field Resource Manager with data entry, tracking, and general administrative tasks.
4. Substitute for Field Administrative Dispatcher or Rental Administrator as needed during the bi-weekly Project Meeting.
5. Substitute for Field Administrative Dispatcher or Rental Administrator as needed during the weekly Superintendent's Meeting.
6. Support Procore workflows including administrative input required for job assignments, crew tracking, and field adjustments.
7. Take accurate meeting notes and distribute meeting minutes to all participants in a timely and organized manner.
8. Create and maintain standard operating procedures and workflows for all Operational Logistics team positions.
9. Promptly and accurately perform all other tasks and duties as assigned.