



Maman Corp.
346 W. Colfax St.
Palatine, IL 60067

Job Title:	Construction Clerk	Job Category:	Admin
Location:	Palatine, IL	Travel Required:	Local travel
Level/Salary Range:	Based on experience and Abilities	Position Type:	Full-Time
Date posted:	November 30, 2016	Posting Expires:	December 31, 2016
Internal posting URL:	http://www.maman-corp.com/site/epage/63578_752.htm		

Submit your application by one of the below methods:

PLEASE COMPLETE THE ONLINE APPLICATION THRU THE CAREERS TAB ON OUR WEBSITE: WWW.MAMAN-COPR.COM

WEBSITE APPLICATIONS MUST BE SUBMITTED FOR YOUR RESUME TO BE CONSIDERED.

ANY INQUIRES CAN BE SENT TO, PLEASE NO PHONE CALLS:
maman@maman-corp.com

Subject Line:
 Construction Clerk 12312016

MAIL:

Construction Clerk 12312016
 Maman Corp.
 346 W. Colfax St.
 Palatine, IL 60067

EMAIL/WEBSITE APPLICATIONS PREFERRED. OUR ONLINE JOB APPLICATION FORM MUST BE SUBMITTED FOR YOUR RESUME TO BE CONSIDERED.

Job Description

MAMAN CORP. IS AN ESTABLISHED, SUCCESSFUL AND GROWING COMMERCIAL GENERAL CONTRACTOR SERVING CHICAGOLAND AND NATIONAL CLIENTELE. WE ARE SEEKING TO ADD TO OUR TEAM A CONSTRUCTION PROJECT ADMINISTRATOR WITH A PROVEN TRACK RECORD OF SUCCESS.

ROLE AND RESPONSIBILITIES

This position will be responsible for a varied and complex project administrative support and procedural assistance to project managers and foreman. S/he is expected to demonstrate sincere desire to serve our customers and the ability to work with co-workers in a cooperative manner. Candidates considered for the position must possess excellent organizational abilities, meticulous attention to detail, strong verbal and written communication skills and demonstrate success in building interpersonal relationships required to work in a fast-paced, creative and collaborative team environment.

- Support the project managers with document control procedures and electronic job file archiving
- Prepare correspondence, transmittals, presentations, email documents and/or reports as required
- Ensure every received and sent document is stored appropriately in the company file structure.
- Follow up to ensure timely receipt of on correspondences and outstanding requests.
- Responsible for project document handling: distribution, scanning and copying, etc.
- Setup job binders and subcontractor files
- Updating documents and or spreadsheets and records.
- Add necessary documents to all related company specific management system and programs
- Draft, compose, edit, and proofread correspondence using Microsoft word/excel via handwritten or electronic rough drafts.
- General office administrative tasks



**Maman Corp.
346 W. Colfax St.
Palatine, IL 60067**

- Provide phone coverage for administrative office
- Assist other office staff in various administrative requests such as sending meeting invitations, taking notes, preparing 3-week look ahead schedule.
- Attend, Take and compile project meeting minutes.

QUALIFICATIONS AND REQUIREMENTS- THE CANDIDATE MUST POSSESS THE FOLLOWING REQUIREMENTS AND SKILLS:

Our Project Administrator's integrity is very important to Maman Corp., we enjoy a reputation for complete and accurate project records and follow thru, while treating our vendors, suppliers and subcontractors in a fair and honest manner. Our Project Administrator must be highly motivated and have a history of integrity, honesty, loyalty and recognize the confidential nature of their role in the business operations.

- Master in Excel a must no other experience is considered in place of this
- 3 + years of documented experience as an administrative assistant
- Proven to be highly self-motivated, strong personal initiative and solid judgment
- Proven to work accurately while under pressure of deadline
- Previous construction industry experience
- Excellent Proficiency with the MS Office Suite including Word, Excel, Adobe Acrobat, PowerPoint, outlook and Project Scheduling (preferred), with particular emphasis on complex Excel spreadsheet capabilities and Word processing.
- Proven leadership and managerial abilities to interact with all levels of management
- Proven analytical skills as a problem predictor, not just problem solver
- Comfortable interacting/interfacing with subcontractors, suppliers and designers
- Full understanding of all divisions
- Ability to manage multiple projects simultaneously and flexible in prioritizing work tasks.
- Computer proficiency in both windows and Apple OSX environments software
- Excellent written and verbal communication skills
- Experience working in web-based applications.
- Works well with other as a member of a team
- Must be able to pass pre-employment drug screen test
- Must be able to pass background screen including education verification, E-verify authorization, I-9 documentation
- Timely, professional and polished in appearance

PREFERRED SKILLS

- Working knowledge of Foundations construction software
- Associates plus experience or Bachelor's degree in related field
- 3+ years' experience in a Project Manager's Assistant or related position
- Experience working within an engineering, Architectural or Construction management firm

PHYSICAL REQUIREMENTS & WORKING CONDITIONS- THIS CANDIDATE MUST POSSESS AND BE ADAPTABLE TO THE FOLLOWING PHYSICAL ABILITIES AND WORKING CONDITIONS:



**Maman Corp.
346 W. Colfax St.
Palatine, IL 60067**

- Ability to see, hear well (either naturally or with correction) and speak clearly.
- Coordinate the movement of your eyes, hands and fingers.
- Reach for, handle, use fingers and manipulate objects.
- Physical requirements include: standing, bending, sitting and driving; repetitive motions of hands and wrists.
- Frequent computer screen use and standard office equipment such as computers, phones, photocopiers and filing cabinets.
- This is largely a sedentary role; however, some filing and walking at customers sites is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Must be able to travel to work sites and occasionally navigate rough terrain.

NO AGENCIES PLEASE: UNSOLICITED RESUMES FROM THIRD PARTY AGENCIES WILL NOT BE ACCEPTED.

PLEASE NO PHONE CALLS. APPLICATIONS WILL BE ACCEPTED THROUGH END OF DAY 11:59 PM SUNDAY DECEMBER 31, 2016. AT THIS TIME ALL APPLICATIONS WILL BE REVIEWED AND SELECTED POTENTIAL CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

MAMAN CORP. IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER, INCLUDING VETERANS AND DISABILITY STATUS.