



REMODEL ADMINISTRATOR JOB DESCRIPTION

Austin – AR

Job Responsibilities include but are not limited to:

- Set up jobs in CE
- Create Electronic and Hard Folder
- Auto fill information into job scope for Sales Rep to complete
- Process Contracts
- Monitor credit approval as required (run DNB and check payment history in CE)
- Issue POs
- Enter PO receipts and upload pick tickets to POs
- Request missing invoices and packing slips from vendors
- Invoice jobs in CE
- Send out invoices to customers
- Scan paperwork to put in Electronic folder
- Filing
- Issue credits
- Customer service issues on invoices
- Research issues with POs from Accounts Payable
- Research issues from Collections
- Research & Verify under/over or duplicate payments and report back to accounting

Reports:

- Run monthly billing report for PR and give to Managers as needed; also send full report at end of month to Corporate Services Manager
- Run active report for meetings
- Run active/inactive report once a week to make sure it is clean
- Go over liens / notices report with Managers and make sure owner info is in CE for liens and notices to be sent.
- Run job cost detail report for Managers, if needed
- Run PO status report to see which pick tickets have not been received from field
- Run committed cost report to investigate and clean up old cost on jobs

Additional Duties

- Answer phones as a Receptionist for the office
- Backup for other Admin(s), as needed

Knowledge:

- High school diploma is required
- Bachelor's Degree is preferred



Work Experience:

- Customer Service Experience
- Purchasing and Purchase Order Experience
- Familiar with/or use of "AIA" for construction billing

Skills and Competencies:

- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Detail oriented with excellent organization skills.
- Ability to effectively utilize computers and software including Microsoft Office Suite, Computer Ease and other software required by the Company
- Ability to maintain accurate and auditable records
- Ability to work in a fast-paced service/construction team environment
- Attention to detail with emphasis on accuracy and quality
- Ability to prioritize work to balance multiple projects and deadlines
- Familiar with/or use of "AIA" for construction billing

Physical Requirements

- 100% Office Setting, including sitting, some bending, walking and viewing.

ACKNOWLEDGEMENT:

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____