

Job Title: Office Administrator / Project Support

Location: Covington, GA

Reports to: Controller

Position Type: Full-Time, In-Office



Office Administrator / Project Support

At SCB, we foster a family-like culture with professional development and leadership training. We leverage innovative construction technologies to ensure both personal and company growth. With over 23 years of experience, SCB Construction Group is a full-service commercial contractor offering tailored services to bring your vision to life. Our streamlined approach focuses on reducing costs and delivering high-quality results—from concept to completion. We tackle complex challenges with innovative solutions, ensuring timely, budget-conscious, and high-standard project completion. Our commitment to transparency, customer satisfaction, and continuous improvement builds strong, lasting relationships with clients, subcontractors, and partners.

As an Office Administrator/Project Support, you will play a pivotal role in ensuring smooth office operations and supporting project execution. You will manage administrative functions, maintain accurate financial records, and provide crucial support for project timelines and documentation. With strong proficiency in QuickBooks, Excel, and Microsoft Office, you will help drive efficiency and accuracy in daily operations.

Your exceptional organizational skills and proactive problem-solving approach will keep multiple priorities on track while contributing to a positive, team-oriented environment. Acting as a dependable resource, you will foster seamless communication and reinforce SCB Construction Group's commitment to excellence.

POSITION OVERVIEW

Data Entry & Accuracy: Perform a variety of data entry tasks, ensuring high levels of accuracy and attention to detail in all documentation and reporting.

Expense Reporting & Procurement: Oversee and manage expense reporting processes. Responsible for procurement of office supplies, managing vendor relationships, and ensuring timely renewals of office service contracts.

Job Coding & Project Documentation: Familiarity with job coding and assist in closing out project paperwork. Ensure all job folders are maintained and up-to-date.

Billing & Revenue Recognition: Support the billing process, including percent-of-completion billing and revenue recognition, in alignment with company procedures.

Project Management Support: Assist with project management tasks, including coordination of project documentation and communication. Familiarity with Sage (preferably), ProCore, or similar platforms is a bonus.

Payroll Assistance: Assist with payroll processing and ensure all records are accurate and timely.

General Office Administration: Handle general office duties such as managing service contracts, conducting office runs (e.g., post office), and ensuring smooth day-to-day office operations.

Team Collaboration: Lead by example, contribute to a positive and collaborative work environment, and be open to learning and mentoring opportunities.

Communication: Demonstrate strong verbal communication skills, particularly in interacting with internal teams and external partners.

QUALIFICATIONS

- 5-10 years of experience in the construction industry, with a strong understanding of project management and construction administration processes.
- Proficiency in QuickBooks, Excel, Microsoft Office Suite, and general office software.
- Experience with project management software such as Sage, ProCore, or similar platforms is a plus.
- Familiarity with percent-of-completion billing and revenue recognition principles.
- Bonus experience with ZOHO expense platform or similar tools is preferred.
- Strong organizational and record-keeping skills, with the ability to maintain accurate and timely documentation.
- Excellent communication skills, both verbal and written.
- Ability to take direction well and be willing to learn and grow in the role.

To apply for this position, please visit: www.steelcobuildings.com/careers or by emailing etanski@scbcg.com