

CONTRACT ADMINISTRATOR

LINCOLN OFFICE

Hausmann has steadily matured into one of the region's premier commercial general contracting, construction management, and design build firms. Our team is seeking a professional and reliable person who is driven to help with the day-to-day operations of a busy office environment.

The Contract Administrator will support the Project Management team throughout the life span of each project by assisting with the preparation of contracts, processing of change orders, budget entry, compliance tracking, and other miscellaneous project-related tasks. General knowledge of construction practices related to contracts and insurance policies is preferred but not required, along with experience in Procore and Sage software. A team player with solid time management skills, attention to detail, the ability to multitask and problem-solve, along with professional and courteous communication skills will all be sought in a successful applicant.

An exciting opportunity with Hausmann awaits the right candidate. This is a busy, high-volume and friendly environment that will suit a hardworking person with the desire to grow in a company with an award-winning culture. Benefits include a competitive wage, comprehensive and competitive benefits package, an energetic work environment and opportunities for advancement.

Submit your resume at www.hausmannconstruction.com/careers or send your resume and cover letter directly to careers@hausmannconstruction.com

