

CONTRACT ADMINISTRATOR

COLORADO 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 / Administrative Assistant will support the Project Management team from the beginning of a project by assisting with the preparation of contracts and related documents, along with compliance tracking and proper project documentation from all project participants. General knowledge of construction related contract and insurance policies is preferred, along with experience with Sage software. This position will also support the work of management and other staff members by providing administrative assistance through answering phones, handling mail and ordering office supplies. Problem-solving skills, attention to detail, along with professional and courteous communication skills and a team attitude 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

