

# CONTRACT ADMINISTRATOR/ ADMINISTRATIVE ASSISTANT OMAHA 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 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 contracts and insurance policies is preferred, along with experience with Sage software. 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, a comprehensive and competitive benefits package, an energetic work environment and opportunities for advancement.

Submit your resume at

[www.hausmannconstruction.com/careers](http://www.hausmannconstruction.com/careers)

or send your resume and cover letter directly to

[careers@hausmannconstruction.com](mailto:careers@hausmannconstruction.com)

