

PROJECT ADMINISTRATOR JOB POSTING

About Yogi Kwong Engineers, LLC

Yogi Kwong Engineers (YKE) is a progressive, award-winning firm that specializes in a wide variety of challenging engineering and construction projects in Hawaii and throughout the Pacific. YKE is conveniently located in Honolulu and offers excellent employment benefits and growth opportunities through professional development and on-the-job training.

We are actively seeking a project administrator to join our construction management team. This position will assist our construction project managers and engineers to perform various administrative duties related to construction projects. This position requires thorough attention to detail and a proven ability to work well with others.

Position Duties:

- Receives, distributes and files project correspondence, drawings, and other project records and documents based on priorities and assignments determined by management.
- Maintains project files including logs for RFI's, submittals, substitution requests, contracts, change proposals, change orders and action logs.
- Coordinates project meetings, maintains project schedules and calendars.
- Records meeting minutes and distributes meeting minutes and action logs.
- Audits Certified Payroll to ensure legal compliance.
- Maintains office supply inventory.

Position Requirements:

- High school diploma or equivalent (minimum). Associate or Bachelor's degree preferred.
- Proficiency in Microsoft Office programs.
- Detail oriented and learn quickly in a fast-paced environment.
- Ability to work independently, take initiative and problem solve.

Apply today if you are passionate about progress, learning, collaboration, and teamwork!