

Ghilotti Bros., Inc. has been awarded a historic and monumental Caltrans project aiding in California's middle mile installation of broadband internet to all. Caltrans region 2 is ours, and if you want to be part of the groundbreaking team to project manage a district or two of this exciting work, apply for our Project Administrator position.

Join our Project Management team running the Caltrans Job Order Contracts to be at the forefront of the growth and project success at Ghilotti Bros. The ideal candidate has construction experience This role works closely with the specialized project management Heavy Highway team and is located onsite at our South Bay (Sunnyvale) office.

The Project Administrator is a key member of the team and responsible for coordination and assisting in the execution of all administrative functions and coordination for the team.

The ideal candidate is reliable, detail oriented, professional and proactive. A strong work ethic and positive attitude are essential. They will possess good organizational and multi-tasking skills. This person must be fluent in Excel, Outlook Office 365, Smartsheet and experience in Primavera, HCSS (or similar), PlanGrid a plus. This position requires a minimum of 3 years of administrative experience.

A day might look like:

Document Management.

Compiling large amounts of data for tracking purposes. For example, billings, RFI logs

Coordinating with team members frequently for updates.

GBI is committed to creating a diverse environment and is proud to be an equal opportunity employer. It is our intent to maintain a work environment that is free of harassment, discrimination, age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws.