

Jennifer Oller / Project Administrator

Skills Include

- Computers
- Organization
- Communication

General Office Duties Include

- Payroll, Accounts Payable, Accounts Receivable, Certified Payroll, Union Carpenters and Laborers Monthly Contribution Reports, Monthly Workman Compensation Reports and Payments, Monthly Manpower Utilization Reports (MMUR), Builders Risk Reports, Job Costing, and Weekly / Monthly Taxes

Project Duties Include

- **Project Start Up**
 - Creation of the Project Schedule of Values
 - Write up Sub-Contract Agreements
 - Ordering the Performance and Payment Bonds
 - Ordering the Certificate of Insurance
 - Receiving and Organizing all the Sub-Contractor's Contracts, Insurance, Schedule of Values, and the 2nd tier Suppliers List
 - Receiving, Logging in, and Releasing Submittals
 - Writing up and Logging all Charge Order Requests, ASI's, RFI's and Approved Change Orders
- **Project Billing**
 - Monthly Project Billings – AIA Documents G702 & G703
 - Invoicing and Paying all Project Invoices
 - Writing up, Sending, and Receiving Lien Waiver
 - Certified Payroll for all Contractors on the Projects
- **Project Closeout**
 - Sending out letters to all Sub-Contractors and Suppliers requesting all Closeout Documents
 - Creating the Operations and Maintenance Manuals
 - Organizing the Warranties, As Built Drawings, and the Approved Submittals into Closeout Manuals.
 - Ordering and Creating all the AIA Closeout Documents as well as any others that may be required for the project.
 - Collecting and Submitting the Final Lien Waivers with the Final Billing

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