

Construction Administrator
E.A. Quinn Landscape Contracting Inc. – Glastonbury, CT 06033

E.A. Quinn Landscape Contracting Inc., a premiere landscape contracting firm, specializing in landscape maintenance, design and construction located in Glastonbury, CT, is seeking to fill a fulltime Administrative position. The position is responsible for a number of functions through the estimating, submittal, procurement and payment cycle.

The position requires an understanding of an administrative role in the construction environment, with the ability to effectively communicate both internal and external to the organization.

Position Requirements:

- Experience with the contractor submittal process
- Ability to solicit and obtain pricing for multiple items in an organized manner
- Knowledge of construction (landscape) terminology is a plus
- Familiarity with CHRO, Certified Payroll and other regulatory reporting a plus
- Knowledge of the accounts payable and job cost function
- Effective oral and written communication skills
- Familiarity with software applications (Word, Excel and Outlook)
- Experience with QuickBooks is a plus
- Ability to maintain and work within a regimented document control environment
- Demonstrate a strong attention to detail
- Demonstrate flexibility to perform and complete duties to meet deadlines
- Ability to multitask while maintaining a high degree of accuracy and composure
- A minimum of 5 years of experience in landscape, construction or a related field is a plus
- An advanced degree in a related field is a plus

E.A. Quinn Landscape Contracting, Inc. is “An Affirmative Action Equal Opportunity Employer”. Compensation will be commensurate based upon prior experience and current skill level. The Company offers various benefits, inclusive of health & dental coverage, a 401K plan, and a Profit Sharing program. Interested parties can send a resume and cover letter to info@eaquinn.com or mail to E.A. Quinn Landscape Contracting Inc. 240 Commerce St. Glastonbury, CT 06033.