**Burlington Construction: Construction Contract Administrator**

Calling all recent graduates! Are you interested in stepping into a position that offers you career growth? If so, this opportunity is for you.

Burlington Construction, an innovative and highly respected general contractor and construction manager located in Torrington is recruiting for a full-time **Construction Contract Administrator**. This position is a form of succession planning as you will eventually help manage a multi-million-dollar company.

**What You’ll Be Doing:**

* Provide contract administration support for our construction management team
* Assist in the preparation of various documents
* Provides coordination support in the management and organization of the contracting process
* Answer phones
* File
* Assist with document control including report preparation for federal, state, and other contract and regulatory filings

**Who You Are:**

* 2 years of experience in administrative support
* Detail-oriented
* Strong sense of urgency
* Organized
* Thrives in a busy team environment
* Poise under pressure
* Great customer service skills
* Experience in Microsoft Word and Excel
* You do NOT need to have previous experience in construction contracts- we are willing to train the right person!

**What We Offer:**

* $18-$25/hour depending on experience
* 401(k) plan with company match
* Health and Dental Insurance
* Earned Time Off
* Paid holidays

We are an affirmative action - equal employment opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture.

Women and Veterans of the United States Armed Forces are encouraged to apply.