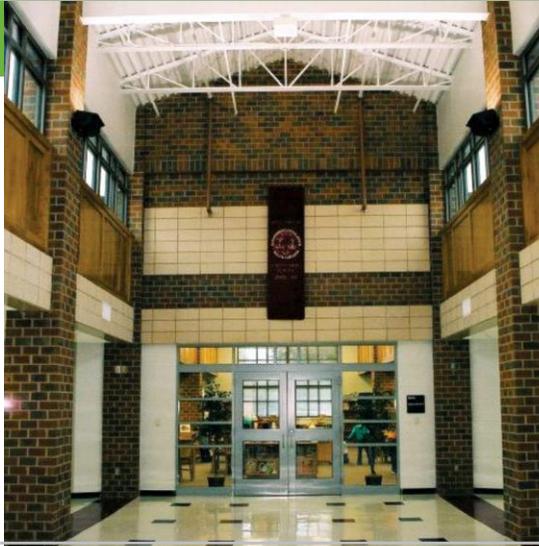


General Services Administration Federal Supply Service

Authorized Federal Supply
Schedule Price List



Professional Engineering Services

Schedule 871:

Class R425

SIN 871-7

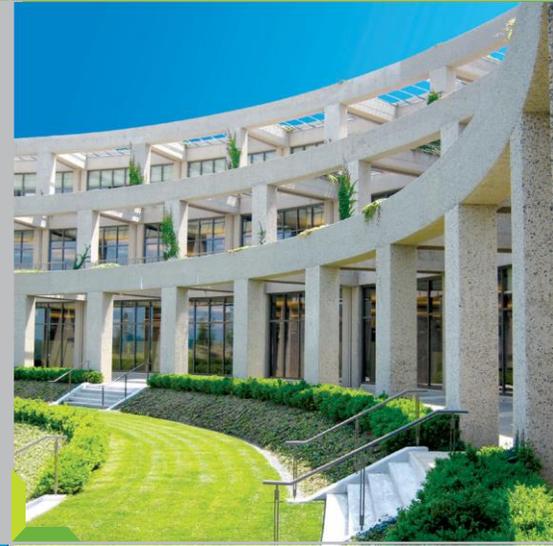
(CI, EE, ME), 871-7RC

Contract Number:

GS-10F-0212V

OPTION PERIOD 1:

June 01, 2014 through
May 31, 2019



GSA *Advantage!*[™]

For information on ordering
from Federal Supply
Schedules, click on the
GSA e-buy button at
www.gsaadvantage.gov

(Faithful+Gould is a large business)

For additional information, please contact Carol L. Hardaker at Tel. 813 281-4584

2318 Mill Road, Suite 1410, Alexandria, VA 22314

Tel: 813 281 4584; Fax: 813 281 2691

Fgould.com

FAITHFUL
GOULD
CONSTRUCTIVE EXPERTISE

- 50+ years of relevant experience
- 22 offices throughout the U.S.
- 600+ professionals on staff

History

Faithful+Gould is an international construction cost and project management consultant. As a member of the WS Atkins group of companies, our goal is to serve the interests of our clients by aligning our comprehensive management approach with your strategic objectives to ensure successful project outcomes. In 2002 our brand was created by the joining of forces of two leading service providers – Hanscomb and Faithful & Gould – to create one of the world’s leading total solutions providers for the built environment.

Faithful+Gould maintains 22 offices in cities throughout the continental United States and Puerto Rico. Our staff comprises over 600 professionals spread throughout our four operating regions: Atlantic, Southeast, Central and Pacific. The Faithful+Gould team works as a single integrated unit to oversee a project from conception through start-up and operation. We also provide individual project management support services during any phase of project development. We are staffed by a team of multi-disciplined professionals known for experience, leadership, objectivity and adaptability across both core business streams and key service offerings. The winning combination of extensive experience and a full range of services provided by independent, skilled professionals allows us to maintain a consistent exemplary level of performance on the delivery of projects within a client’s parameters of time, budget and quality. We have been providing support services to private companies and to the public sector on a responsive basis for more than 50 years. The major portion of our business is valued long-term relationships with repeat clientele. Faithful+Gould provides a full spectrum of construction consulting services aimed at enabling our clients to obtain maximum value from each dollar invested in their construction projects. Faithful+Gould’s core service offerings are as follows.



Core services

- Program management
- Facility condition assessments
- Cost management
- Supply chain management
- Risk management
- Claims management
- Construction/project management
- Project controls
- Planning/scheduling
- Cost estimating
- Value management
- Business process solutions

Each of our service offerings benefits from the full-time oversight of an internal service champion ensuring that our clients receive the full advantages of staff resources educated as to the most current tools and techniques available. The service champion network provides continuous improvement in the quality of the services we offer our clients. This is achieved through:

- Best practice guides, supported by leading edge tools and an extensive worldwide reference library.
- A network of experts in each region available to provide advice, guidance and peer review.
- An internal training program with established standards of excellence and a full complement of training aides.

The result of such an in-depth approach to our service offerings is improved value for our clients on each and every project.

Typical construction management services (non-inclusive)

Design Phase

- Constructability reviews
- Estimating: parametric, schematic, construction estimating

- Value engineering
- Scheduling/impact analyses

- Market studies
- Cost management

Construction Phase

- Establish field office complex
- Conduct/attend meetings
- Schedule reviews/monitoring

- Problem resolution
- Earned value management
- Contract compliance reviews

- Inspections
- Pay request reviews
- Cost management
- Partnering facilitation
- Contractor safety review
- RFI coordination
- Change order control
- Risk management

Staff breakdown

▪ Administrative	133
▪ Cost Engr/Estimator	345
▪ Mechanical Engineer	4
▪ Project Manager	99
▪ Safety/OHE	1
▪ Scheduler	33
▪ Value Engineer	2
	617

Procurement Phase

- Contracting support
- Prebid meetings/documentation

- Cost/bid analysis
- Milestone and detail schedule analysis

- Generate bidder interest
- RFP/solicitation preparation

Post Construction Phase

- Claims management
- Commissioning support
- Move coordination support

- Systems coordination
- Records coordination

- As-built drawings coordination

- Cost management

**Primary points of
production**

Faithful+Gould
The Biltmore #600
817 West Peachtree Street
Atlanta, GA 30308

Faithful+Gould
2318 Mill Road, Suite 1410
Alexandria, VA 22314

Faithful+Gould
55 Summer Street 3rd Floor
Boston, MA 02110

Faithful+Gould
222 S. Riverside Plaza #2240
Chicago, IL 60606

Faithful+Gould
13333 N. Central Expy. #201
Dallas, TX 75243

Faithful+Gould
2925 Briarpark Drive #550
Houston, TX 77042

Faithful+Gould
3020 Old Ranch Pkwy. #B180
Seal Beach, CA 90740

Faithful+Gould
900 Second Avenue South
500 Oracle Center
Minneapolis, MN 55402

Faithful+Gould
1100 Prydras Street #1045
New Orleans, LA 70163

Faithful+Gould
11 East 26th Street, 18th Floor
New York, NY 10010

Faithful+Gould
620 N. Wymore Road #240
Maitland, FL 32751

Faithful+Gould
3800 N. Central Avenue #1600
Phoenix, AZ 85012

Faithful+Gould
12725 SW Millikan Way #420
Beaverton, OR 97005

Faithful+Gould
200 Princeton South Corp.
Ctr.#260
Ewing, NJ 08628

Faithful+Gould
Street 1 Metro Office/Metro Office
Park Building 6, Suite 303
Guaynabo, PR 00968

Faithful+Gould
6i55 Montgomery Street #1710
San Francisco, CA 94111

Faithful+Gould
3131 Western Avenue #520
Seattle, WA 98121

Faithful+Gould
4801 Courthouse Street
Williamsburg, VA 23188

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is:
<http://www.GSAAdvantage.gov>.

Schedule for - Professional Engineering Services (PES)

Federal Supply Group: 871 **Class:** R425

Contract Number: GS-10F-0212V

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: June 01, 2014 through May 31, 2019

Contractor: Faithful + Gould, Inc.
2318 Mill Road
Alexandria, VA 22314

Business Size: Large Business

Telephone: (703) 684-6550
FAX Number: (703) 684-8590
Web Site: www.fgould.com
E-mail: carol.hardaker@atkinsglobal.com
Contract Administration: Carol L. Hardaker; Tel. (813) 281-4584

CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 871-7 (Construction Management and Engineering Consulting Services Related To Real Property), 871-7RC

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See item six below.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Not applicable.**
- 2. Maximum Order: \$1,000,000.00**
- 3. Minimum Order: \$100**
- 4. Geographic Coverage (delivery Area): Domestic and Overseas**
- 5. Point(s) of production (city, county, and state or foreign country): Same as company address**
- 6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted). See prices attached.**
- 7. Quantity discounts: None**
- 8. Prompt payment terms: Net 30 days**
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contact Contractor**
- 10. Foreign items (list items by country of origin): None**
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor**

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es):

Faithful+Gould, Inc.

Attention: Carol L. Hardaker

4030 W. Boy Scout Boulevard

Suite 700

Tampa, FL 33607

Phone (813) 281-4584; Fax (813) 281-2691

Email: carol.hardaker@atkinsglobal.com

* Please mail to the attention of the Project Manager identified in the task order proposal.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es): Same as company address

15. Warranty provision.: Contractor’s Standard Commercial Warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

Professional Engineering Services

Schedule 871; Class R425

SIN 871-7 / 871-7RC Construction Management

Contract Number: GS-10F-0212V

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/ N/A

25. Data Universal Numbering System (DUNS) number: 78-563-7690

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

SINs: 871-7 and 871-7RC	Option 1 Hourly Prices				
	Year 6 6/1/2014 to 5/31/2015	Year 7 6/1/2015 to 5/31/2016	Year 8 6/1/2016 to 5/31/2017	Year 9 6/1/2017 to 5/31/2018	Year 10 6/1/2018 to 5/31/2019
Labor Categories					
Project Executive	\$185.05	\$188.20	\$191.40	\$194.65	\$197.96
Program Manager II	\$167.12	\$169.96	\$172.85	\$175.79	\$178.78
Program Manager I	\$147.40	\$149.91	\$152.45	\$155.05	\$157.68
Project Manager II	\$150.75	\$153.31	\$155.92	\$158.57	\$161.27
Project Manager I	\$120.55	\$122.60	\$124.68	\$126.80	\$128.96
Scheduler II	\$133.63	\$135.90	\$138.21	\$140.56	\$142.95
Scheduler I	\$125.70	\$127.84	\$130.01	\$132.22	\$134.47
Cost Estimator III	\$150.80	\$153.36	\$155.97	\$158.62	\$161.32
Cost Estimator II	\$126.93	\$129.09	\$131.28	\$133.51	\$135.78
Cost Estimator I	\$111.74	\$113.64	\$115.57	\$117.54	\$119.53
Administrative Assistant	\$57.60	\$58.58	\$59.58	\$60.59	\$61.62
Construction Quality Manager	\$135.70	\$138.01	\$140.35	\$142.74	\$145.17
Certified Value Specialist	\$181.05	\$184.13	\$187.26	\$190.44	\$193.68
Prices include .75% IFF (Industrial Funding Fee) and annual escalation of 1.7%					
*The Service Contract Act (SCA) is applicable to this contract as it applies to the GS-10F-0212V PES Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.					

Labor category descriptions

Project Executive
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
Possesses 15+ years of project management related work experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Possesses a thorough understanding in the areas of Project Management, Building Design & Construction, Critical Path Method (CPM) Scheduling, Building Cost Modeling and Risk Analysis. General understanding of following software packages: Primavera, Expedition/Prolog or Similar, and Faithful+Gould proprietary Epoch and CATO software. Project Management Professional (PMP) - Certified by the Project Management Institute (PMI) Global Accreditation Center (GAC)
Functional Responsibility
The Project Executive's primary responsibility will be to perform as the representative of the Client relating to the project from initial design through final completion. The Project Executive will be Faithful+Gould's senior level interface with the Client for all contract matters. The Project Executive will oversee the performance of all assigned personnel for each project or task order. The Project Executive, alongside of the Project Manager II will ensure that all personnel assigned to the project are knowledgeable of the contract requirements, terms and conditions, deliverables, and schedule requirements. The Project Executive will be responsible for ensuring that all personnel assigned to the project will meet the contract requirements for personnel qualifications for each job description.
Program Manager II
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
Possesses 10-15 years of program management related work experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Possesses a thorough understanding in the areas of Project Management, Building Design & Construction, Critical Path Method (CPM) Scheduling, Building Cost Modeling and Risk Analysis. General understanding of following software packages: Primavera, Expedition/Prolog or Similar, and Faithful+Gould proprietary Epoch and CATO software. Project Management Professional (PMP) - Certified by the Project Management Institute (PMI) Global Accreditation Center (GAC)
Functional Responsibility
Manages the business aspects of several projects composing the program to assure program objectives are met within cost and on schedule. Serves as a communications or focal point for the program. Provides briefings for the customer and Faithful+Gould management as required to assure high levels of management are adequately informed of the changing nature of the program in order to take appropriate actions. Evaluates the performance of those project managers assigned to program.
Program Manager I
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
Possesses 5 - 10 years of program management related work experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Possesses a thorough understanding in the areas of Project Management, Building Design & Construction, Critical Path Method (CPM) Scheduling, Building Cost Modeling and Risk Analysis. General understanding of following software packages: Primavera, Expedition/Prolog or Similar, and Faithful+Gould proprietary Epoch and CATO software. Project Management Professional (PMP) - Certified by the Project Management Institute (PMI) Global Accreditation Center (GAC)
Functional Responsibility
Manages the business aspects of several projects composing the program to assure program objectives are met within cost and on schedule. Serves as a communications or focal point for the program. Provides briefings for the customer and Faithful+Gould management as required to assure high levels of management are adequately informed of the changing nature of the program in order to take appropriate actions. Evaluates the performance of those project managers assigned to program.

Project Manager II	
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution	
Possesses 10 – 15 years of project management related work experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Possesses a thorough understanding in the areas of Project Management, Building Design & Construction, Critical Path Method (CPM) Scheduling, Building Cost Modeling and Risk Analysis. General understanding of following software packages: Primavera, Expedition/Prolog or Similar, and Faithful+Gould proprietary Epoch and CATO software. Project Management Professional (PMP) - Certified by the Project Management Institute (PMI) Global Accreditation Center (GAC)	
Functional Responsibility	
Manages large, complex projects; tracks and controls scope of work, resource utilization, schedules, and work accomplishments; initiates corrective actions as required; maintains continuous contact with the client and resolves contractual conflicts or elevates conflicts to officer/director level for resolution. Monitors progress of subordinate managers on assigned projects and provides management, administrative, and technical guidance as required. Assists other senior project managers, principles, or officers in the management of extremely large, multi-discipline projects. Evaluates performance of project team members or project managers assigned to project.	
Project Manager I	
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution	
Possesses 5 – 10 years of project management related work experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Possesses a thorough understanding in the areas of Project Management, Building Design & Construction, Critical Path Method (CPM) Scheduling, Building Cost Modeling and Risk Analysis. General awareness of following software packages: Primavera, Expedition/Prolog or Similar, and Faithful+Gould proprietary Epoch and CATO software. Project Management Professional (PMP) - Certified by the Project Management Institute (PMI) Global Accreditation Center (GAC)	
Functional Responsibility	
Serves as a point of contact for development and discussion of new business opportunities and, subsequently, project objectives, scope, and budgets within the company and between the company and the client. Leads a team in the accomplishment of work on projects of large size and in the development of all required documentation/ deliverables within budget and schedule constraints. Controls project work accomplishment vs. scope of services contracted, assesses progress vs. schedule and budget; resolves conflicts or elevates conflicts to management level necessary for resolution. Assists senior project managers in the development and management of large and complex projects; may lead a portion of the project. Evaluates performance of project team members.	
Cost Estimator III	
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution	
11 - 14 years of progressive construction industry estimating experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Strong computer skills, including proficiency in CATO, electronic quantity takeoff. Knowledge of typical estimating program functionality and related WBS desirable. Ability to identify and manage staff resources to complete deliverables. Knowledge of local construction market in area of operation including pricing conventions and trends. Ability to prepare conceptual cost model estimates from limited information using local historic cost information. Software requirement for this role: Primavera, CATO. Professional designation desirable, including RICS, CCE, CCM, AIA, PE, ASPE, AACEI, CVS, AVS, LEED, AP, RA or any appraisal or real estate licensure.	
Functional Responsibility	
Organizes and manages the execution of the cost estimate deliverable process from initial client meeting through to final client acceptance. Lead estimator is responsible to manage the required resources needed to execute a complete and accurate estimate report deliverable in line with client expectations and in accordance with a proposed level of effort.	

Cost Estimator II
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
7 - 10 years of progressive construction industry estimating experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Strong skills in CATO, electronic quantity takeoff, Primavera. Knowledge of typical estimating program functionality and related WBS desirable. Ability to identify and manage staff resources to complete deliverables. Knowledge of local construction market in area of operation including pricing conventions and trends. Ability to prepare conceptual cost model estimates from limited information using local historic cost information.
Functional Responsibility
Prepares cost estimates for various estimate disciplines and provides guidance to junior estimating staff. Senior Estimator responsibilities include preparation of cost estimates, pricing and cost benchmarking validations, and specialty cost intelligence deliverables. Senior Estimator utilizes industry experience to develop cost estimates that are reflective of local market & project conditions.
Cost Estimator I
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
4 - 6 years of experience in the construction industry as a Cost Estimator. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Intermediate knowledge of CATO. Working knowledge of electronic takeoff including CaddMeasure. Working knowledge of some commercially available construction cost estimating system.
Functional Responsibility
Prepares cost estimates for specific disciplines and provides business support to Senior Estimators as directed. Estimator responsibilities include preparation of cost estimates, pricing and benchmarking research and maintaining project documents and files in an organized manner.
Scheduler II
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
11 - 14 years project cost and schedule experience is required. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Strong to excellent understanding of CPM (Critical Path Method) concepts and calculations. Strong to excellent understanding of Earned Value concepts, calculations, and rules of credit. Proficiency in Primavera scheduling products. Experience in analyzing contractor-prepared delay claims. Certification with AACE, PMI or CMAA is preferred.
Functional Responsibility
The Lead Scheduler will provide various planning / scheduling related tasks including preparing schedules, reviewing schedules prepared by consultants or contractors, and analyzing delay claims.
Scheduler I
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
7 - 10 years project cost and schedule experience is required. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Strong to excellent understanding of CPM (Critical Path Method) concepts and calculations. Strong to excellent understanding of Earned Value concepts, calculations, and rules of credit. Proficiency in Primavera scheduling products. Experience in analyzing contractor-prepared delay claims. Certification with AACE, PMI or CMAA is a plus.
Functional Responsibility
Under the direction of a Lead Scheduler or Operations Director, the Senior Scheduler will prepare and update bar chart or critical path method (CPM) schedules.

Certified Value Specialist II
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
Possesses 15+ years of value management related work experience. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable. Must be a Certified Value Specialist and have been certified for a minimum of 8 years. Possesses a thorough understanding in the areas of Value Management, Life Cycle Cost, Cost Modeling and Risk Analysis and a good understanding of other related decision tools. Certified Value Specialist (CVS) - Certified by SAVE International
Functional Responsibility
The primary responsibility of the position is the delivery of high quality value management services to clients throughout the U.S. and Canada. An important secondary responsibility focuses on internal business operations including senior level guidance and leadership on all practice related Business Development, Financial Management, and Staff Development matters. The position involves significant independent responsibility for forecasting, analyzing, and reporting practice financial performance and operations. A tertiary responsibility of the position involves executive level guidance and supervision of the delivery of all Value Management related services. The position has direct supervisory responsibilities related to Senior Value Managers, Value Managers, Assistant Value Managers and support staff, when assigned to value management projects, as well as direct supervisory responsibilities related to the professional and practice related development of all value management staff.
Construction Quality Manager II
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
Must have 10 years of specialized experience in construction engineering or technical expertise area. Bachelor's degree in Construction, Quantity Surveying or a related Engineering field. An Industry relevant degree is preferred but equivalent experience in lieu of a degree is acceptable.
Functional Responsibility
Responsible for providing expert advice, assistance, guidance and counseling in support of construction materials, means and methods. Monitor, document, report and follow-up to ensure contractor compliance with contract and workmanlike standards.
Administrative Assistant
Minimum Experience, Education, Professional Registration and Degree/Experience Substitution
High School Diploma or equivalent. Project Administrators shall be capable of typing 60 words per minute; Thoroughly understands and utilizes standard Information Technology in the performance of their work including Internet, Intranet, Microsoft Windows OS, Adobe Acrobat, Microsoft Office Suite and Microsoft Project; ability to perform basic tasks in project management specific software packages; ability to perform basic math with accuracy.
Functional Responsibility
The Project Administrator reports to any of the above positions and is responsible for word processing, data entry, filing project documentation, invoice processing, basic cost tracking, correspondence and document management, coordination of meetings, and other duties as assigned by their supervisor.