

FIELD ADMINISTRATOR

CCC Group is an internationally ranked general contractor providing a broad scope of construction, maintenance and fabrication services to various industrial markets throughout the U.S. and in select foreign regions like the Caribbean. We are dedicated to performing work to the highest standards coupled with striving to exceed our clients' expectations to deliver solutions based on our expertise backed by superior safety and quality principles. Through our regional office in Suriname, we successfully carry out several construction projects for the local and regional market with the highest management, quality and safety standards. To strengthen our Project Executive Organization, we are currently looking for a suitable candidate.

Job Summary:

Responsible for providing secretarial and administrative support to the Project Management Office on-site and Corporate Office Managers.

Typical Duties:

- Collect Data from the field activities.
- Maintain all data entry for Project Setup and make reports and uploading cost codes and budgets.
- Assist in creating monthly manager reports and graphs.
- Enter changes into project cost control program, and update job database with current billings and collections.
- Assist in preparing and copying job site billings.
- Assist with some Field Admin activities and audits projects as needed.

Required/Desirable Knowledge, Skills, and Competencies:

- General knowledge of the construction industry is preferred.
- Analytical/problem solving skills.
- Intermediate Microsoft Word and Excel skills. Proficient in computer usage to include thorough knowledge of word processing, spreadsheet, and database software.
- Excellent communication skills, both verbal and written, with the ability to produce professional proposals.
- Must be highly organized and very strong attention to detail.

Preferred Qualifications:

- HBO/Bachelor of Business Administration/Finance Accounting.
- Coursework in bookkeeping, administration or business is required.
- A minimum of two years basic accounting experience preferred.
- Fluent in Dutch and English language both orally and in writing.
- 1 to 3 years' experience in project administration.

Company Benefits:

- Attractive salary and benefits compatible to the local market.
- Opportunity to career growth and development.

Send your cover letter to: CCCHRSuriname@cccgroupinc.com or to P.O. Box 1243 Paramaribo, Suriname.
Call for info to: (+597) 323400 ext. 2857.

CORPORATE HEADQUARTERS

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