

Job Title: Construction Project Administrator

Location: Henrico, VA (In-office only — no remote/hybrid)

Company: American Door & Glass, Inc. – Glass & Glazing Subcontractor

About Us:

American Door & Glass, Inc. is a well-established glass and glazing contractor with over 50 years of trusted service. Our work ranges from storefronts to curtainwall systems to simple door repair and specialty glazing solutions. We value teamwork, precision, proactive communication, and strong project controls. We are seeking a highly organized, self-starter, driven individual to provide administrative support for our team.

Position Summary:

As our Construction Project Administrator, you will act as the vital link between our Project Manager/Project Coordinator and our General Contractor (GC). You will be responsible for job setup, document gathering, managing submittal and procurement processes, purchasing, tracking orders, and close-out documentation (warranties, manuals, etc.). You will also support the entire project process — from job initiation to completion of job. This is an in-office role (non-remote).

Key Responsibilities:

- Set up new jobs (job files, job numbers, documentation required by GC).
- Collect and manage required GC/subcontractor documents (e.g., W-9s, COIs, Site Safety plan, etc.).
- Assist with submittal process: preparing submittals, tracking status, coordinating with PM/PC and GC.
- Coordinate purchasing: place orders, track lead times, follow up on deliveries.
- Maintain order tracking databases and update PM/PC on status.
- Manage project close-out: collect warranties, O&M manuals, final project documentation.
- Enter and maintain project data in software systems (we use Foundation and Procore).

- Use Excel, Word, Microsoft and Google Docs to maintain schedules, spreadsheets, and reports.
- Serve as a team-player with “can-do” attitude; willingness to support where needed and step up. Various other responsibilities as needed.

Qualifications:

- Construction industry experience required; experience in glazing & glass industry strongly preferred.
- Familiarity with submittal, procurement/purchasing and close-out processes.
- Proficiency in Word, Excel, Microsoft and Google Docs.
- Experience with Procore preferred; experience with Foundation software a plus (but not required).
- Excellent organizational skills, attention to detail, strong communication.
- Must be able to work in-office (Henrico area) full-time.
- Positive attitude, can-do mentality, ability to manage multiple tasks and meet deadlines.

Compensation & Benefits:

- Starting salary range: \$42,500 – \$50,000/year, depending on experience and qualifications.
- Quarterly performance – based
- Benefits: [medical, dental, vision, 401K, retirement plan, paid time off, etc.]
- Hours: Monday–Friday, 7:30am - 4pm.

How to Apply:

Please submit your resume and a cover letter detailing your construction / glazing experience and why you’re a strong fit for this role to info@adgva.com Include “Construction Project Administrator” in your subject line.

We look forward to hearing from you!