

Job Description – Office Administrator (Construction Industry)

Location: San Antonio, TX

Company: Lone Star Civil LLC – AABE, ESBE, MBE, SBE, HUB Certified General Contractor

About Us

Lone Star Civil is a fast-growing general contractor specializing in land development, utilities, sitework, paving, and concrete slabs. We pride ourselves on integrity, strong client relationships, and delivering high-quality projects that shape communities. As we continue to expand, we are seeking a seasoned Office Administrator with proven experience in the construction industry to support our leadership team and ensure smooth daily operations. The ideal candidate must possess the right attitude and mindset

Position Summary

The Office Administrator will serve as the backbone of our corporate office, overseeing day-to-day administrative operations, coordinating project documentation, and supporting the executive and project management teams. This role requires a proactive, detail-oriented professional who understands the pace and demands of the construction industry.

Key Responsibilities

- Manage the front office and act as the first point of contact for clients, vendors, and partners.
- Oversee project documentation including contracts, submittals, RFIs, lien waivers, compliance documents, and change orders.
- Maintain company certifications, insurance records, licenses, and other regulatory documentation.
- Support project managers and executives with scheduling, meeting coordination, and document preparation.
- Handle accounts payable/receivable data entry, invoice tracking, and vendor communication in coordination with accounting.
- Assist with onboarding new employees, maintaining HR files, and ensuring compliance with company policies.
- Prepare correspondence, memos, and reports with a high level of accuracy.
- Manage office supplies, equipment, and vendor relationships.
- Support bid preparation by assisting with proposal formatting, subcontractor outreach, and follow-up.
- Uphold a professional office environment that reflects Lone Star Civil's values and client-focused culture.

Qualifications

- 5+ years of administrative experience, preferably in the **construction industry**.
- Strong knowledge of construction office operations, compliance requirements, and project documentation.
- Proficiency with MS Office Suite (Word, Excel, Outlook, PowerPoint); experience with project management or construction accounting software (e.g., Procore, Bluebeam, Sage, QuickBooks) is a plus.
- Excellent organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Strong written and verbal communication skills.
- High level of professionalism, discretion, and attention to detail.
- Ability to work independently and as part of a team.

Preferred Attributes

- Experience supporting certified minority, small, or HUB-designated contractors.
- Knowledge of city, state, and federal compliance requirements for public projects.
- Familiarity with subcontractor management and bid processes.