



## **JOB DESCRIPTION: Preconstruction Resources Assistant (PRA) @ RENOVATO BUILDERS**

(Revised May 2021)

### **OUR MISSION**

Renovato Builders was created to develop enduring partnerships with Silicon Valley clients in need of construction management and general contracting expertise during all phases of a construction project. To achieve that goal, we offer a project delivery system that is efficient, effective, transparent, and quality-focused. The nexus of our delivery system is to identify clear objectives with input from all stakeholders, establish realistic expectations, and then strive to exceed those expectations.

When hired by Renovato Builders, you won't be just "another number". At our company, we take pride in hand-selecting our employees and consultants, and making sure they will become an essential part of the team while performing meaningful tasks. We are not a large corporation, so our team is very tightly knit and works through collaboration with each other. As a **Preconstruction Resources Assistant (PRA)**, you will:

- ❖ Interface with a wide variety of professionals and stakeholders including architects, consultants, owner representatives, subcontractors, suppliers, etc. Professional conduct and behavior are expected of all Renovato Builders representatives.
- ❖ Provide overall administrative support to the *Preconstruction Manager* for the day-to-day activities during the preconstruction phase of a project.
- ❖ Assist in preparing RFQs ("Requests for Quote").
- ❖ Assist in setting up online Plan Room and upload updated documents as needed.
- ❖ Submit RFQs to subcontractors and vendors selected to bid the project.
- ❖ Follow up with subcontractors/vendors via e-mails and phone calls to establish bidders list for a project and ensure coverage across all cost codes.
- ❖ Collect any questions from bidders, review with *Preconstruction Manager*, and return answers to relevant parties.
- ❖ Frequently update contacts on company's directory as needed.
- ❖ Collect bid proposals from subcontractors/vendors and share with *Preconstruction Manager*.

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- ❖ Make copies at local reprographics or printing business for *Preconstruction Manager* of project drawings/specifications or any other relevant documents if needed.
- ❖ Provide assistance in getting project jobsites set up with provisions such as office trailer, portable toilets, temporary fence, debris boxes, etc.
- ❖ Assist in mailing payments to jobsite vendors during initial set up phase, as needed.

**What You'll Need to Succeed at this Role:**

- ❖ Associate's degree or equivalent experience required.
- ❖ Previous experience working for a general contractor (or related firm) is preferred.
- ❖ Strong computer skills with the ability to use MS Office with proficiency (Word, Excel, Outlook, PowerPoint).
- ❖ Experience in using *Red Team Software* is a plus – training and support will be provided.
- ❖ High organizational skills and professional demeanor.
- ❖ Eagerness to learn new skills, team player attitude, and ability to work well with others.
- ❖ Ability to influence others to meet deadlines and accomplish required tasks, in a pleasant yet firm manner.
- ❖ Capacity to handle a demanding role with time sensitive deadlines, and ability to address multiple tasks concurrently in a timely fashion.

Renovato Builders is an ***Equal Opportunity Employer***. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.

We look forward to having you become part of our great team at **RENOVATO BUILDERS!!**

Sincerely,

A handwritten signature in blue ink, appearing to read 'Leo Renovato', is positioned above the typed name.

Leo Renovato  
**RENOVATO BUILDERS**  
CEO & President

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