



Mrs. Piel supports our Project Managers and Superintendents by assisting with office tasks. Daily tasks performed are Accounting, Submittals, Close out Documents and Sales information.

Candice Piel, Office Administrator

Duties Performed

- Generating Submittals and Transmittals
- Generating Close Out Documents
- Project Procurement & Bid Proposal Preparations
- Certified Payroll
- Complete Request For Information (RFI)
- Generate Proposals, Safety Plans, Estimates and Quality Control Plans
- Responsible for inputting all Vendor and Subcontractors Insurance and W-9 information into system.
- Invoicing and Manual Checks
- Creating and distributing the following weeks Daily Reports
- Maintaining accurate and detailed meeting minutes for all active projects.
- Maintains above average computer skills