QLM Direct

"Your Professional Service Provider"

CONFIDENTIAL CANDIDATE PROFILE

REF CND332026

Project Assistant / Estimating Assistant / Construction Administrator

Commercial Construction / Construction Administration / Municipal Permitting

10+ Years in Administrative and Office Support

LOCATION	Miami, FL
POSITION	Project Assistant / Estimating Assistant
YEARS OF EXPERIENCE	10+ Years
SALARY REQUIREMENT	$25/hour
START DATE	ASAP

CANDIDATE OVERVIEW

This Miami-based candidate brings over 10 years of administrative experience, including several years supporting construction companies. Most recently, she worked as an Office Manager with Terra Hyle Contractors from 2020 through March 2026, handling scheduling, project documentation, vendor and subcontractor communication, invoicing, and daily office operations. She also previously worked with Soliman Structures and has experience with the City of Miami handling open permit searches, inspection scheduling, and Certificates of Occupancy. Based on our conversation, I think she is a strong candidate for a Project Assistant position. She has direct construction office experience and has been involved in preparing bids, tracking deadlines, organizing project files, and coordinating between owners, contractors, and subcontractors. She is comfortable handling administrative responsibilities and communicating with different parties to keep projects moving. She is currently available, looking for approximately $25/hour, and has flexibility to interview. I think her background lines up well with this type of position and she is definitely worth a conversation.

KEY STRENGTHS

- 10+ years of administrative and office support experience, including construction-related positions
- Approximately 6 years as Office Manager with Terra Hyle Contractors, supporting daily construction operations
- Experience assisting with bid preparation, tracking deadlines, and organizing construction project documentation
- Strong background communicating with subcontractors, vendors, owners, and contractors
- Previous City of Miami experience handling open permits, building inspections, and Certificates of Occupancy
- Experience with scheduling, invoicing, correspondence, document control, and office coordination
- Proficient in Microsoft Excel, Word, Outlook, QuickBooks, and CRM systems
- Local to Miami, currently available, and seeking approximately $25/hour

SKILLS CHECKLIST

- Construction Administration
- Project Assistant Support
- Estimating Department Support
- Bid Preparation Assistance
- Bid Deadline Tracking
- Project Documentation
- Document Control
- Subcontractor Coordination
- Vendor Communication
- Owner / Contractor Communication
- Construction Office Management
- Scheduling / Calendar Management
- Open Permit Searches
- Permit Application Assistance
- Building Inspection Scheduling
- Certificates of Occupancy
- Municipal Permitting Procedures
- Invoice Processing
- Records Management
- Customer Service
- Client Relations
- Administrative Reporting
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- QuickBooks
- CRM Database Management

Interested in an interview?

Reply to this message or contact me directly and I will release the full resume and coordinate a call at your convenience.

Michael Berzito

QLM Direct — Direct Hire Division

mberzito@myqlm.com

407-936-6039

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