



# We're Hiring!

## Corporate Administrator – Titusville, Florida

*David Boland, Inc. – We build for national security. We build for our communities.  
We build for the future!*

Do you want to be part of a team that builds for America's military and civilian servants? Does building critical infrastructure that supports and protects our country and its citizens excite you? Consider joining our Home Office team! David Boland, Inc., a general contractor located on the Space Coast of Florida, has over 49 years of proven success specializing in the construction of Federal Government projects nationwide. Our team pursues diverse opportunities from aviation and aerospace to manufacturing, healthcare, and education, in the \$10M to \$75M range, all in support of our country.

We are recruiting for a **Corporate Administrator** to join our Home Office team in **Titusville, Florida**.

The Corporate Administrator will be responsible for:

- Developing an understanding of the business and all departments within the company;
- Developing, updating, and editing policies, procedures, and programs and ensuring consistency with organizational processes and procedures;
- Writing, editing, reviewing, with a high attention to detail, a variety of data for accuracy, completeness, clarity, grammar, and conformance to established company standards;
- Management of company holdings, including, but not limited to, management of leases and maintenance of properties;
- Management of home office and warehouse maintenance;
- Management of storage and retention of files/documents;
- Participating in new project acquisition and new project transition, including, but not limited to, developing technical proposals and project plans;
- Performing special projects on an as-needed basis.

The successful candidate will be highly self-motivated; exercise exceptional critical thinking, time management, and decision-making skills; possess a high degree of organization; possess impeccable follow-through and leadership skills; possess the ability to foster relationships and collaboration across the organization; and possess exceptional written and verbal communications skills.

The ideal candidate will be very tech-savvy, and must have thorough knowledge of, and proven ability to use, Adobe Acrobat (for PDF creation and modification) and Microsoft Office (Word, Excel, PowerPoint, and Outlook).

Bachelor's degree in Communications, Marketing, Business Administration, or a related discipline is preferred. Previous experience in administrative or corporate support roles is a plus.

If you are a proactive problem solver with a passion for continuous learning and growth, and you thrive in a collaborative team environment, we would be delighted to have you join our team and elevate your administrative career!

Excellent performance is rewarded with competitive salaries, a generous incentive compensation program, a comprehensive benefits package, including 401(k) with match, medical, dental, short-term disability, and life insurance, as well as professional development opportunities.

**HOW TO APPLY:** Qualified candidates should send a resume to [careers@dboland.com](mailto:careers@dboland.com).

*David Boland, Inc. is a Drug-Free Workplace/Equal Opportunity Employer and ensures that all employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.*

*VEVRAA Federal Contractor/Participates in E-Verify.*

*Nothing in this job posting or description should be construed as an offer or guarantee of employment.*