



Project Assistant

FLSA Status: Non-Exempt

Reports to: Team Leader

Work Schedule: Full Time

POSITION SUMMARY

The Project Assistant position will provide overall administrative and project related support to their team members.

ESSENTIAL FUNCTIONS

1. Project Quality

Works in partnership with the team leader and team members to ensure that all project information is accurate and meets the quality requirements for their assigned area of responsibility before being communicated outside the office.

- Coordinates the day to day flow of the team's information both internally and with other organizations.
- Use software programs to prepare spreadsheets, do word processing, maintain databases and other applications.
- Prepares contracts using AIA software and specifications using BSD software.
- Track and process shop drawings and RFIs.
- Understands most office functions and the use of office equipment such as copiers, scanners, projectors, phone systems, Skype, Go to Meeting, etc. Ability to learn and operate new office technologies as they are developed and implemented in the office.
- Provides administrative project support to the members of their team, may schedule meetings using MS Outlook, and may work with accounting to arrange business travel.
- Handles telephone, email and personal contact with internal employees and external clients.
- Creates and composes administrative correspondence and technical documents with thorough audit and application of formatting, grammar, spelling, and punctuation.
- Review work done by others to check for correct spelling and grammar and recommend or provide revisions to ensure company standards are being met.
- Manages client contact information and maintains project files.
- Track, organize, and file certificates of insurance.
- Serves as the meeting coordinator for client, team and /or office meetings.
- Provide hospitality relief duties for their team, when hospitality is unavailable.
- Backup receptionist duties as scheduled and backup other Project Assistants, as needed.

2. Commitment to Client Service

- Fosters a commitment to external and internal client service.



Project Assistant

- Requires extensive contact and communication with external clients in a highly professional manner.
3. Marketing
- Provide a welcoming first impression and experience for visitors when they arrive to our company and leaving them with a positive, last impression when they leave.

QUALIFICATIONS

- High school diploma required. Associates or Bachelor degree preferred.
- Minimum of five years of experience of relevant office experience.
- Proficiency in Microsoft Office, including Word, Excel, and Outlook.
- Previous experience in an architecture, engineering, construction or related professional service related firm preferred.
- Outstanding communication skills.
- Excellent interpersonal skills and the ability to interact with others at all levels within our firm and external organizations.
- Ability to work under pressure in a fast paced environment.
- Able to work independently with minimal supervision.
- Ability to maintain a high degree of confidentiality regarding all employee and corporate matters and strong adherence to the practice of business ethics.