

## PROJECT ADMINISTRATIVE ASSISTANT

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an architecture, engineering and interior design firm based in Kalamazoo Michigan, Grand Rapids Michigan, and Jeffersonville Indiana, is looking for a talented Administrative Assistant to support our Project Team in our Kalamazoo, Michigan office. This position is responsible for providing administrative support to assigned Project Teams and providing back-up in the absence of the Administrative Assistant.

### POSITION RESPONSIBILITIES + EXPECTATIONS

- Assist with proposal letters and request for proposal letters
- Assist in new project set-up
- Project file set-up, filing and project file archiving
- Update project schedule as directed
- Schedule meetings as required
- Agenda processing including distribution
- Organizes project timelines and follow-up
- Process Meeting minutes, follow-up and distribute
- Attend project and/or team meetings as required, draft meeting minutes as assigned
- Update internal project budget documentation as directed
- Monitor project design schedule looking ahead for forms/documents
- Prepare and maintain project documents as assigned including scanning and electronic filing
- Prepare AIA contract documents as requested
- Prepare, process, distribute and file consultant purchase orders and invoices
- Update calendar and provide reminders as requested
- Assist in coordination and tracking of shop drawings, pay applications, change orders, addenda, and bulletins
- Assist in publication of contract documents to consultants, CM's, and authorities having jurisdiction
- Back up in absence of Administrative Assistant
- Other Duties as assigned

### POSITION COMPETENCIES

- Practice honesty in all actions
- Follow through on commitments assigned
- Demonstrate accuracy and thoroughness
- Display commitment to quality work and look for ways to improve quality
- Contribute to a positive team spirit
- Put success of team above own interests
- Exhibit good listening and comprehension skills and patience with understanding needs
- Expresses ideas and thoughts both verbally and in written form
- Adapt easily to changes in work style



- Follow-up on completion status
- Keep others informed using appropriate communication methods
- Take independent actions
- Look for opportunities and seek increased responsibilities
- Undertake self-development activities
- Able to plan and prioritize work activities
- Use time efficiently and effectively
- Work in an organized manner
- Demonstrate required skills consistently
- Able to interact with others in a positive manner
- Able to understand the needs of others in order to exceed their expectations
- Display a willingness to make decisions, support and explain reasoning for decisions
- Able to complete tasks in a reasonable time period
- Complete work with accuracy and attention to detail

#### **POSITION LOCATION**

- This position is located in our Kalamazoo, Michigan office

#### **POSITION QUALIFICATIONS**

- Two to four years professional experience in A/E or construction firm as Administrative Assistant and/or Project Administrative Assistant preferred
- Strong working knowledge (advanced level) of Microsoft Word and Excel
- Must be very organized and able to multi-task
- Excellent oral and written communication skills
- Must exhibit a professional demeanor
- Ability to contribute effectively to a team environment

#### **WHAT WE OFFER**

- A supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals
- A collaborative, multidisciplinary work environment
- A commitment to design excellence and client service
- Team building activities and opportunities
- A competitive benefits package and the opportunity to reach your career goals

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 200 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2021 National 101 Best and Brightest Companies to Work for Award, the 2022 AIA Michigan Firm of the Year Award, and the 2022 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities



and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

[www.towerpinkster.com](http://www.towerpinkster.com). We are an Equal Opportunity Employer