

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 Michigan, Indiana, and Kentucky, is looking for a talented Project Administrative Assistant to support the Project Teams in our Jeffersonville, Indiana office. This position is responsible for providing administrative support to assigned Project Teams and providing backup in the absence of the Office Administrator.

POSITION RESPONSIBILITIES + EXPECTATIONS

- Assist Project Manager/Team leader in creating and formatting proposal letters and request for proposal letters
- Project file set-up, filing and project file archiving
- Set up project document templates, such as Shop Drawing Review Forms and RFI responses and in conjunction with any additional Project Management Software
- Prepare and maintain project documents including scanning and electronic filing
- Update project schedules as directed
- Schedule meetings as required
- Agenda processing including distribution
- Organizes project timelines and follow-up while monitoring project design schedule looking ahead for forms/documents
- Prepare AIA contract documents as related to project documents needs as requested
- Assist in coordination and tracking of shop drawings, pay applications, change orders, addenda, bulletins and in conjunction with any additional Project Management Software.
- Attend project and/or team meetings as required, draft meeting minutes as assigned
- Process Meeting minutes, follow-up and distribute
- Update internal project budget documentation as directed
- Assist in publication of contract documents to consultants, CM's, and authorities having jurisdiction letters and in conjunction with any additional Project Management Software.
- Provide back up in absence of Office Administrator
- Other Duties as assigned

POSITION COMPETENCIES

- Practice honesty in all actions
- Follow through on commitments assigned within the designated schedule
- 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 to exceed their expectations
- Display a willingness to make decisions, support and explain reasoning for decisions

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 multitask
- Excellent oral and written communication skills
- Must exhibit a professional demeanor
- Ability to contribute effectively to a team environment

POSITION LOCATION

This is a full-time position located in Jeffersonville, Indiana

What We Offer:

- We have career opportunities open in Grand Rapids, Michigan, Kalamazoo, Michigan, Jeffersonville, Indiana and Louisville, Kentucky.
- National award-winning culture and a supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals.
- Industry leading Total Compensation (Paid Overtime, Performance Bonuses, Profit Sharing)
- Work-Life Balance program providing six (6) additional holidays
- Paid Community Service Hours
- Annual Team Training, Professional Development
- The opportunity to reach your career goals with an award-winning firm

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 190 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 and the 2021 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. We are an Equal Opportunity Employer