

Position Description: Project Administrative Assistant**Location:** Fort Wayne, Indiana

Full-time position

At Design Collaborative, we improve people's worlds. That is our mission, and it's reflected in everything we do. This includes not only our clients, but our employees. We want our employees to push boundaries, be creative thinkers, and challenge assumptions to better meet the needs of our clients and grow our portfolio. We believe our work makes a difference in our clients' lives, and we pride ourselves in our ability to collaborate and involve them in the process of design.

Description

The Project Administrative Assistant (PAA) is a vital part of the project team at DC. The PAA is responsible for supporting design operations, from concept-to-completion, by providing administrative support to the project team. The PAA helps ensure things are organized, on time, and on track. This position is assigned to one of our core market teams (Higher Education, Healthcare, or Workplace) and will own a wide range of jobs, from contract preparation to agency filings, to ensuring the timely routing of documentation during the construction phase for a variety of projects.

Key Responsibilities

Direct Project Support (90% of time)

- Project/Market team – maintains daily communication with team members to determine assignments and priorities, and seeks clarification as necessary
- Project documentation – monitor, track, and file large amounts of project documentation
- Submittals – expedite shop drawings, submittals, and closeout documentation
- State/Local filings – prepare and file applications with various State/Local agencies
- Project specifications – prepare and issue project specifications and coordinate distribution of bid documents
- AIA documents – create, modify, and maintain documents using AIA ACD5 program
- Proposals/Contracts – prepare and issue proposals/contracts
- Project schedules – assist in the management, upkeep, and distribution of project schedules
- File uploading/Print request – coordinate file uploading and print requests of Revit/AutoCAD files
- Contractors/Clients – direct communication with contractors and clients to fulfill project administrative needs

Additional Responsibilities (10% of time)

- Front desk – act as a backup receptionist to answer phones and other front office reception duties
- Office admin – serve as part of a team of administrative professionals who communicate, support, and back each other up as necessary

Qualifications

- 5+ years of experience in an administrative support role, with A/E/C experience preferred
- Proficiency in Acrobat, Microsoft Word, Excel
- Organizational savvy, detail oriented, and excellent multitasking abilities
- Excellent communication skills

- An interest in and ability to learn about industry-related concepts
- Ability to quickly learn new technologies
- Excels at time management, follow through, prioritizing, and anticipating the needs of others
- Commitment to excellence and high standards

Interested? Please submit your resume to work@designcollaborative.com.