

2017.09.13

Position Description: Project Administrative Assistant

Location: Fort Wayne, Indiana

Full-time position

What's the Project Administrative Assistant role like?

Critical! The Project Administrative Assistant (PAA) is a vital part of the project team at Design Collaborative. 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. You'll be assigned to one of our 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. If you're searching for a home where you can take on responsibility, and explore your passion for problem-solving, communication, and team support, you've come to the right place!

What does the Project Administrative Assistant do at DC?

Direct Project Support (90% of time)

- Project/Market team – maintains daily communication with team members to determine assignments, 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

Other 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

What is DC looking for in a Project Administrative Assistant candidate?

A good Project Administrative Assistant needs to be organized, passionate about details, able to coordinate and manage a variety of deadlines and projects simultaneously, and an excellent communicator. You are committed for the long term and are a passionate believer in serving both clients and team members. Some minimum qualifications are:

- 5+ years of experience in an administrative support role, with A/E/C experience preferred
- Proficiency in Acrobat, Microsoft Word, Excel

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

The kind of people who thrive at Design Collaborative are humble, hungry, and people smart. Humble means lacking ego or concerns about status, and focused more on others than yourself. Hungry means you are always looking for more to do, more to learn, and more responsibility to take on. People smart means you can work and relate well with others.

What's Design Collaborative like?

We believe in people-first places. We're an architecture, engineering, and interior design firm located in downtown Fort Wayne, Indiana. We were started in 1992 by two architects and an engineer who wanted to create a company that was more meaningful than a few names on a big sign. They wanted to create a place that valued people—employees, clients, and end-users—in a way that was authentic, memorable, and lasting. We currently have over 60 team members and focus on Higher Education, Healthcare, and Workplace markets, primarily in the Midwest but also a bit beyond here and there. At DC, we value teamwork, guidance, and originality. We create beautiful spaces every day, but our most important goal is to improve the worlds of the people who use them.

Over the years we've learned that people do their best work when they love what they are doing. We've also learned that an office kegerator is a valuable tool for community, one should wear close-toed shoes when one goes go karting with the office, secret Santa gifts are best when they are embarrassing, Photoshop and company pictures are a dangerously funny combo in the right hands, horizontal and open organization structures work best, human foosball is awesome, and work should be fun.

For more information or to submit your resume, please contact Misty James at mjames@designcollaborative.com.