



Senior Project Administrative Assistant

General Description

The Project Administrative Assistant will provide a full range of administrative, clerical, and general office services to support the management and execution of projects. This position is part of the Administrative group and reports to the Chief Financial Officer as a direct supervisor. This position is assigned to support specific projects and takes specific direction from the responsible Project Manager(s). This position may have supervisory responsibility and may direct the efforts of other resources on larger projects from time to time.

Duties & Responsibilities

- Obtains, organizes, and maintains project related information in a manner consistent with company procedures and project specific instructions.
- Maintain all project documentation in appropriate hardcopy locations and/or electronic filing systems as required.
- Transmits information to the clients, vendors, consultants, and subcontractors (via e-mail, mail, courier, FTP site . . . etc.) and documents transmittal of same.
- Receives information from clients, vendors, consultants, and subcontractors (via e-mail, mail, courier, FTP site . . . etc.) and documents receipt of same.
- Support project manager by preparing documents, and following up on assignments to ensure that timelines are met and deliverables are issued.
- Distribute certified drawings and receive approvals from appropriate personnel, issue certified drawing, and scans into company specific document managing system.
- Assemble project data books and operating manuals as required.
- Clerical duties such as photocopying, mailing and faxing, filing, including the composition and preparation of routine correspondence and developing presentations.
- Set-up, coordinate, and participate in project meetings and conference calls.
- Prepare meeting minutes and document specific action items.
- Follow procedures manual to perform routine project related work.
- Provides general administrative support to the Project Manager.
- Can fill in for other members of the Administrative group as/when necessary.
- Act with minimal direction from the Project Manager. Effectively fill in for the Project Manager when they are not available.
- Assists other members of the Administrative group as required.

Minimum Qualifications

- High school diploma or equivalent certificate
- Excellent oral and written communication skills
- A high level of proficiency in MS Office Products (Word, Excel, Outlook, PowerPoint . . . etc.)
- Ability to follow prescribed procedures regarding information management, routing, and transmittal
- A high level of proficiency with drawing viewer and output creation programs
- Effectively work with coworkers and client representatives to manage information flow
- Excellent analytical and problem-solving skills
- Outstanding interpersonal skills
- Ability to work with, and sometimes lead, others to accomplish team goals
- Ability to type at least 60 wpm



Position Description

- Capable of taking detailed notes and transcribing them for distribution
- Ability to operate standard office equipment
- Must be detail oriented
- Must have excellent organizational skills
- Ability to multi-task and reprioritize tasks to accomplish critical objectives
- Be willing and able to share knowledge and experience to help develop others
- Be able to recognize system and process shortcomings and resolve those to improve efficiency

Preferred Qualifications

- More than 5 years clerical or office administration experience
- Obtained an associates or bachelors degree in a business related field
- experience in the engineering and/or construction fields
- experience using database software/systems
- experience managing an FTP site
- experience using document management software/systems

Classification

Non-Exempt

[Click here to Email resume](#)