

Administrative Assistant I

Reports to Director of Operations

Market Title: Administrative Assistant I

JOB SUMMARY

Provide all project-based administrative support to the engineering department, including Associate Principals, Project Managers and Team Leads.

ESSENTIAL RESPONSIBILITIES

- Assist Associate Principals, Project Managers and Team Leads with all project-based administrative needs
- Log in and track submittals, RFIs, etc. by project
- Scan and track reviewed submittals and RFI responses
- Generate AIA documents
- Maintain specs by project (initial list, process edits, and final prints)
- Prepare CADD/Revit Release Forms
- Conduct all uploads/downloads relating to FTP sites and notify those required
- Scan/rotate/rename sealed drawings for electronic mailing
- Convert project documents to jpeg or pdf format as requested
- Serve as back-up to Administrative Assistant II/Receptionist to cover telephones during designated lunch time
- Assist Executive Assistant as needed
- Other duties as assigned

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic reading, writing, and arithmetic skills required
- Knowledge of telephone protocol
- Knowledge of Microsoft Office
- Professional verbal and written communication skills
- Ability to type 50 wpm
- Minimum five (5) years of experience in architecture and/or engineering professions

EDUCATION REQUIREMENTS

- High school diploma or equivalent